



Landlord Information Sheet

During the tenancy the agent will:

- Collect the rent and pass it on to you every month or as otherwise agreed. The agent will keep a separate clients account to hold all money and (except for Registered Social Landlords) belong to a Client's Money Protection Scheme.
- Give you a statement of account as often as agreed with you, usually monthly.
- Visit the property periodically during the course of the tenancy as often as agreed with you (for example, every three months) to check that it is being suitably looked after.
- Arrange to have routine maintenance work carried out, up to a limit agreed with you. The agent will refer expenditure above that limit to you for approval.
- Respond promptly to the tenant's enquires
- Keep an eye on the rent payment record and take reasonable steps to prompt payment of any money owed.

Before the tenancy ends the agent will:

- Give you advice on your options including reviewing the rent.

If you want to end the tenancy, the agent will:

- Serve the correct notices on the tenant.
- Check the condition of the property and any contents and discuss any repairs with you before giving the deposit back or arranging for repairs.
- Collect the key and make sure that the property is secure.

Our Fee Structure

- Our charges are very competitive, once we have let your property and completed the work we promised, we deduct a letting fee of £100.00 from the first months rent. If we do not let your property you do not pay a penny. We are so confident in our abilities we do not charge unless we successfully let your property. This fee is all inclusive. This includes, for example, all advertising costs, accompanied viewings, referencing, drawing up the legal documentation, schedule of conditions and notifying the utility boards. Thereafter, our monthly management fee is 10%. All fees subject to VAT.

<http://www.cslettings.co.uk>

info@cslettings.co.uk

01274 884717 / 07511 373760 / 07737 931105