

Landlord Checklist

If you would like us To Let, Manage or simply find a Tenant for your property, here's what you should do:

To Let

1. Get in contact via telephone: 0115 837 7375
We will take your details and log them into our system
2. We will organise a day to visit you at your property to conduct a valuation, write up a description of the property and take photos
3. We log the description of the property along with rent pcm and photos into our system. This information is used to advertise your property on Rightmove, our website and in our window card display
4. We will take a set of keys in order to conduct viewings on the property. You will be informed of any viewings that have taken place at your property and of any interest from applicants
5. Your tenants will contact you for queries, maintenance issues or to give notice of vacating
6. It will be your responsibility to register the deposit with a legal deposit protection scheme

Full Management

1. Get in contact via telephone: 0115 837 7375
We will take your details and log them into our system
2. We will organise a day to visit you at your property to conduct a valuation, write up a description of the property and take photos

- 3. You will be given a couple of documents to fill out; Property Owners Form and our Terms of Business.**
- 4. We will take the keys for the property in order for us to conduct viewings, inspections and to sort out any maintenance issues**
- 5. Once we have successful applicants for the property, we will conduct all the relevant checks: employer reference, landlord reference, credit checks**
- 6. Your tenants will contact us with any queries, problems or maintenance issues and we will sort them out**

Tenant Find

- 1. Get in contact via telephone: 0115 837 7375
We will take your details and log them into our system**
- 2. We will organise a day to visit you at your property to conduct a valuation, write up a description of the property and take photos**
- 3. We log the description of the property along with rent pcm and photos into our system. This information is used to advertise your property on Rightmove, our website and in our window card display**
- 4. We will take a set of keys in order to conduct viewings on the property. You will be informed of any viewings that have taken place at your property and of any interest from applicants**
- 5. Once we have found prospective tenants, we will pass them onto to you to sign the tenancy agreement**
- 6. Your tenants will contact you for queries, maintenance issues or to give notice of vacating**
- 7. It will be your responsibility to register the deposit with a legal deposit protection scheme**

SAMPLE

Katie Homes
76 Derby Road
Nottingham
NG1 5FD

www.katiehomes.co.uk
www.rightmove.co.uk (search Katie Homes)