



Landlord Checklist

Before you start with any of the procedures of the let, you will need to get written confirmation from your mortgage company that you are able to let your property.

Also, check your building insurance as this will need to be changed to Landlord insurance.

Once this is done, you can contact us for a free valuation on a day and time that is convenient for you.

This meeting will take around an hour where one of our colleagues will explain our letting procedure to you. At this time, marketing photographs of your property will be taken so please make sure it is in a clean, tidy and presentable state as this is crucial in letting your property and getting as much interest as possible.

Please be aware that you will have to provide us with an Energy Performance Certificate (EPC) and an up to date Gas Safety Certificate (GSC). An Electrical Certificate is required for student properties. If you do not have these we can organise these for you (see additional costs)

Our Terms of Business and a Property Owners Form will be given to you at the valuation. If you decide you want us to market your property, these forms will need to be filled in, signed and returned to us along with a copy of your ID. We will also require a set of keys in order to conduct viewings and if the property is tenanted we will need their contact details so we can give them 24 hours notice before viewings take place.

We will advertise your property by using a To Let board, uploading it to different property websites including our own, in our window display, contact our tenant waiting list and do a mail shot to prospective tenants.

When a suitable tenant (or tenants) is found, we will conduct the appropriate checks: credit checks, landlord references and employer references. If you are happy with the tenants we will organise a suitable move in date.

For more information please check our Landlords Services page for additional services we provide.