

Residential Lettings & Management



St Neots **01480 211188**
Huntingdon **01480 473000**
St Ives **01480 474288**

*Open until 7pm weekdays
and 5pm on Saturdays*

Visit our website @ www.whitesproperty.com

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Whites Property Services
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Why choose us?

Whites Property Services manage a wide range of residential and commercial property throughout Cambridgeshire and Bedfordshire.

With over 21 years property experience, our staff have a wealth of knowledge on all aspects of Lettings & Management.

Our core principals are honesty, integrity and professionalism, together with a desire to provide a high level of focused customer service.

Our ultimate aim is to exceed the expectations that you might have of the average Management and Letting Agent.

Our continued success is due to our absolute commitment and ability to tailor our services to centre on the needs of our clients.

Our Services

We offer a comprehensive range of services to both private and corporate clients, including: -

- Residential Lettings
- Residential Property Management
- Residential Sales
- Buy to Let's
- Commercial Lettings & Management
- Property Maintenance
- Arrangements for Property Safety Regulations
- Property Refurbishment Service
- Tax Advice

We tailor our services to meet your personal requirements

We offer a range of options in order to meet the personal requirements of our Landlords.

For experienced Landlords, we offer a 'Lettings Only' service, leaving them to take care of the day-to-day management. For Landlords who have little or no experience, or simply do not wish to have personal involvement, we offer a comprehensive 'Full Management' package. Full details of charges can be found at the end of this brochure.

Our Approach to Letting Your Property

Property Rental Valuation

Our experienced rental valuer will visit your property (free of charge) to assess the maximum level of rent that can be achieved, without the property being vacant for any prolonged periods. This will take into account, size, location, condition and furnishings. Our extensive knowledge of local properties and valuations will be of significant benefit to you in ensuring an appropriate rental value is set.

Marketing Your Property

Opening hours & Accompanied Viewings

Our offices are open from 9am until 7pm on weekdays and 9am until 5pm on Saturdays. By staying open until 7pm during the week, this allows potential tenants to contact us after usual office hours and provides the opportunity to view properties at a time that suits. One of our experienced Property Managers will accompany all viewings.

Newspaper Advertising

We advertise weekly in the local free newspaper with a full page colour advertisement. The paper is delivered to all households in our 'Management' area. The paper is also available to purchase through most newsagents and petrol stations and therefore is circulated to a much wider geographical area.

Property Details

We prepare colour particulars on all properties, which include full details on accommodation, any letting restrictions, availability information, as well as details on the properties location. The property particulars can also be downloaded by potential tenants from our website.

'To Let' Boards

Our prominent 'To Let' boards help highlight available property and attract an increasing number of enquiries from potential tenants. The boards promote all 'Whites' contact details.

Website & National Links

Our website www.whitesproperty.com has been professionally designed and provides invaluable information to both Landlords and Tenants.

The 'Property Available' page is updated daily and provides detailed information on all accommodation available.

In addition to our own website, we list all our available properties on the UK's number one property website www.rightmove.co.uk. By using this website, we can ensure that our properties are displayed to all potential Tenants, irrespective of where they are presently located.

With a growing number of people moving around the country on contract work, promoting property on a national basis is of paramount importance.

Residential Lettings

Letting a property successfully requires specialist skills, experience and professional marketing. Our Property Managers will carry out a full property assessment and advise on any works that may be required before offering your property for rent.

Via the services of 'Whites', our Landlords can be assured that they will achieve the best possible rent, whilst having the peace of mind that potential tenants will be stringently checked for suitability.

Residential Management

Throughout the tenancy, our Property Managers will deal with the day-to-day care of your property in order to safeguard your interests.

Our services are totally comprehensive, requiring our Landlords to have little or no involvement personally if so desired.

If required, we can also offer you 'Rent Guarantee' providing you with added peace of mind

You will receive monthly rental statements, with the rent payment made direct to your chosen bank account. Regular communications will ensure that you are kept up-to-date on all aspects of your property and tenants.

Regular property inspections and rent assessments are carried out by our Property Managers to guarantee that your interests are being constantly monitored.

Tenancy Agreements and Statutory Notices

Once comprehensive references have been obtained, we will prepare all of the legal documentation (Tenancy Agreement and other statutory notices)

The Tenancy Agreement will include comprehensive terms for the tenants to adhere to. Under the Housing Act 1988 (amended 1996) as Assured Shorthold Tenancy will be used.

The appropriate statutory Notices under the 1988 Housing Act and the 1987 Landlord and Tenant Act will also be served on the tenant as appropriate.

The preparation and issuing of a Tenancy Agreement and relevant Notices is an extremely important aspect of our service, since your right to possession cannot be guaranteed otherwise.

All of our agreements are periodically checked by a reputable firm of solicitors to ensure they remain up to date and legally binding.

Property Maintenance

Maintaining a property is of vital importance if you wish to obtain the maximum rental income and attract the right calibre of tenants.

Our team of tradesman are on hand to take care of all routine repairs and general maintenance. Before any works commence, a full and detailed quotation will be prepared and forwarded to you the Landlord for approval.

We also have a number of specialist contractors who are available to deal with any emergency repairs.

Safety Regulations

When letting property, Safety Regulations are of paramount importance and failure to meet statutory requirements can lead to both substantial fines and possible prosecution. 'Whites' will assist you by advising on the Safety Requirements that are relevant to your property and by arranging all the necessary checks and formal certification. On an on-going basis, we will ensure that certificates are renewed when required.

In particular the following regulations need to be adhered to.

- Gas Safety (Installations and Use) Regulations 1994 (1996)
- The Electrical Equipment (Safety) Regulations 1994
- Fire and Furnishings (Safety) Regulations 1988 (1993)

Tax Advice

The tax implications on letting property can often become very complex and penalties for non, or late payments can be severe. 'Whites' can assist you with tax advice and introduce the services of a professional to assist you with your Self-Assessment returns.

In particular, if you are going to reside outside the UK, you will need to apply to the Inland Revenue to receive UK rental income with no tax deduction. 'whites' can supply you with the relevant application forms and help you obtain the correct exemption.

Choose the service that suits you –

We offer either a 'Full Management' service or for experienced Landlords, a 'Lettings Only' service

CHARGES – FULL MANAGEMENT

LETTING

£100.00 + vat (payable for each new Letting)

- Property assessment
- Rental value assessment
- Local & National advertising
- Website advertising
- Find suitable prospective tenants
- Obtain comprehensive references
- Advise on Landlords safety regulations
- Prepare suitable tenancy agreement
- Prepare detailed inventory of furnishings & fittings
- Prepare comprehensive condition report of property with photos, where required
- Arrange initial Landlords 'Safety' checks and certificates
- Arrange transfer of Utilities over to tenants

MANAGEMENT

**10%+VAT of the monthly rent,
or 12%+VAT to include 'Rent Guarantee'**

- Rent collection & management
- Full liaison between Landlord & Tenant
- Monthly computerised statements
- Direct bank credit transfer of net rent
- Regular written inspection reports
- Arrangements for routine maintenance
- 24 Hour emergency telephone service
- Liaising with Landlords Accountants for tax purposes

CHARGES – ‘LETTING ONLY SERVICE’

Our ‘Letting Only’ service has been designed and developed for the ‘professional or experienced’ Landlord who wishes to conduct the day to day management themselves and is prepared to have a high level of personal involvement.

This service is only recommended to Landlords who have the ability, expertise and time to manage his or her own property.

SILVER SERVICE – charged at 50% of the first months rent +vat

- Property assessment
- Rental value assessment
- Local & National advertising
- Website advertising on whitesproperty.com & rightmove.co.uk
- Find suitable prospective tenants
- Obtain comprehensive references

GOLD SERVICE – charged at 75% of the first months rent +vat
In addition to the SILVER SERVICE.

- Prepare suitable tenancy agreement
- Prepare detailed inventory of furnishings & fittings
- Prepare comprehensive condition report of property with photos, where required
- Arrange initial Landlords ‘Safety’ checks and certificates
- Arrange transfer of Utilities over to tenants
- Collect initial months rent & dilapidations deposit and forward to Landlord

PLATINUM SERVICE – charged at 100% of the first months rent +vat

In addition to THE GOLD SERVICE

- Prepare and issue new tenancy agreements for existing tenant every six months
- Advice on transferring to a ‘Periodic Tenancy’
- Preparation of appropriate ‘Notice requiring possession’ if required.
- Advice and assistance with rent arrears
- Advice and guidance on rent reviews
- Final inspection when tenant leaves and dilapidations statement.
- Telephone support line for on-going advice and assistance.

OUR COVERAGE

We are able to provide a service throughout all of the areas shown on the map below.



Head Office:
Oakpark Business Centre
St Neots

