



Residential
Lettings &
Management

The Complete Property Service



Why Choose BOOT & SON to be YOUR Letting/Managing Agent?

Unrivalled Experience

BOOT & SON is an independent partnership of professionally qualified Chartered Surveyors with unrivalled experience within the South Staffordshire area. The practice, which is active in Residential and Commercial Estate Agency, Surveying, Auctioneering, Property Management etc. was established in 1919. Our partners are Chartered Surveyors and strongly believe in providing a dynamic service based on integrity and professionalism. No other local practice can offer such a broadly based understanding of property matters.

Marketing Advice

We will gladly, without obligation, visit your property, discuss your needs and offer Professional Advice on a realistic asking rent and marketing strategy to achieve the best result for you.

Property Particulars

We will produce high quality illustrated particulars of your property incorporating colour photographs (where appropriate). You will be required to approve draft details prior to printing and distribution.

To Let Board

We will, subject to your approval, erect one of our distinctive 'To Let' boards at your property in a prominent location.

Advertising

We will discuss and agree the most appropriate strategy to ensure your property benefits from stylish presentation in a highly legible and visible format within our local press advertisements.

Viewings

When arranging viewings, we will ascertain the prospective tenants current position and ability to proceed. We are also able to offer an accompanied viewing service. Feedback will be given on viewings.

Energy Performance Certificates

Under the Housing Act 2004 all properties being offered 'To Let' are required to have a current Energy Performance Certificate (EPC). We are able to provide your EPC undertaken by one of our qualified Domestic Energy Assessors.

Landlords Gas Safety and Electrical Inspection Certificates

Where applicable all properties being offered to let must have an up to date gas safety and electrical inspection certificate. We will require copies of these within seven days of marketing the property. If required, we can arrange these on your behalf (at a cost charged to yourself) with one of our appropriately qualified approved contractors.

Legionnaires Disease Risk Assessment

The Approved Code of Practice for the control of Legionella Bacteria in Water Systems (ACoP L8) enforced by the Health and Safety Executive places a legal requirement all properties being offered to let to have a current Legionnaires Disease Risk Assessment. We will require a copy of this within seven days of marketing the property. If required, we can arrange this on your behalf (at a cost charged to yourself) with one of our appropriately qualified approved contractors.

Mortgagees Consent

If you have an existing mortgage on your property it will be necessary to obtain the lenders consent to offer the property to let.

Building and Contents Insurance

In order to protect your interest, it is essential that you notify your insurance company, both in connection with the buildings and contents cover of the letting of your property and for the policies to be amended accordingly.

Tenants Referencing and Preparation of Tenancy Agreement

We will carry out detailed referencing and credit checks on prospective tenants and prepare an Assured Shorthold Tenancy in accordance with your instructions.

Rent Guarantee Insurance

Subject to the status of the tenant we are able to provide you with a six months rent guarantee insurance to protect your rental income (at a cost charged to yourself).

Inventory and Schedule of Condition

When a deposit is registered against a tenancy to protect for loss or damage, it is essential that a comprehensive Inventory and Schedule of Condition records the condition/state of repair of the property at commencement of the tenancy. Should a deposit dispute arise at the end of a tenancy, the absence or inadequacy of an inventory will make the success of a claim to retain part or all of the deposit highly unlikely. Therefore, upon commencement of a tenancy, Amy Bishop BSc (Hons) MRICS MAIP our fully qualified member of the Association of Professional Inventory Providers will prepare a detailed written and photographic Inventory and Schedule of condition. The tenants will then be accompanied to the property to undertake a check-in inspection and sign of the inventory.

Utility Providers

At commencement of a tenancy we will take meter readings (gas, electricity & water, where applicable) and advise your utility providers. We will also notify the Council Tax office that a tenancy has commenced.

Tenants Deposits

Deposits taken at commencement of a tenancy must be lodged with an appropriate Deposit Protection Scheme. As a registered firm we will happily do this on your behalf whether we are providing a let only or full property management service.

Ongoing Marketing Strategy

Should difficulties arise in finding a tenant, or with an agreed let, we will be on hand to offer advice, and assistance as to the best way to move your let forwards.

Internet Advertising

All properties benefit from listing on our prominent, easy to navigate website:-

www.bootandson.co.uk

your property will also be listed on the following property portals and social media sources:



Management Services

Under our management service you will benefit from the peace of mind that your investment is being looked after on your behalf. We will undertake periodic inspections of your property not less than twice in any tenancy term, arrange repair and maintenance up to an authorised expenditure limit, ensure that you are compliant with statutory requirements as a Landlord, collect your rent and account to you on a monthly or quarterly basis (as advised by yourself), advise on tenancy renewals and administration of deposits at the end of a tenancy.

Should you wish us to offer your property to the market,
please call our office and make an appointment for one of our Surveyors
to take formal instructions

Surveyors:	Tim Boot	FRICS (Partner)
	Robb Lyne	MRICS (Partner)
	Amy Bishop	BSc (Hons) MRICS MAIP

Boot & Son Chartered Surveyors, 19 Wolverhampton Road, Cannock, Staffordshire. WS11 1DG
Facsimile: 01543 466913 Email: info@bootandson.co.uk Website: www.bootandson.co.uk

Telephone : 01543 505454