



let-leeds.com  
MAKING MOVING SIMPLE

Looking to Let?  
Simple.

Landlord Information





# Making Moving Simple

- ✓ You can be sure we'll always strive to deliver the best service to our Landlords.
- ✓ We're enthusiastic about property marketing and take time to ensure your property is marketed correctly using professional photography. We also advertise on all the major online property portals.
- ✓ Let-Leeds has a reputation for offering quality properties, so we only have time for top quality Tenants, conscientiously vetting potential Tenants is high on our priority list.
- ✓ Because we work with the Property Ombudsman, you're safe in the knowledge that we can be fully trusted to manage your property.

**But don't take our word for it, see for yourself...**

I have been dealing with Let-Leeds for some months now and have found them to be extremely reliable and organised. No problems in recommending.

Skylight Properties

Visit us online at [www.let-leeds.com](http://www.let-leeds.com), call our dedicated Landlord line 0113 320 2100, or email us at [contact@let-leeds.com](mailto:contact@let-leeds.com)





## Why Let-Leeds?

A dedicated team of experienced and enthusiastic property professionals. We strive to make property letting simple for Tenants and Landlords alike.

### We've got it covered

We manage a portfolio of residential property across Leeds. Our reputation and portfolio of Managed Properties has expanded rapidly. If you're looking to let a property in Leeds then we've got it covered.

### Marketing is 'Key'

Strong marketing of your property is key to finding the right Tenant and maximising your rental income.

Let-Leeds is way ahead when it comes to property marketing. We put time and effort into marketing your property correctly, ensuring we're only attracting top quality Tenants searching for the best properties.

90% of Tenants use the Internet to search for their perfect home, that's why we advertise your rental property on ALL major web portals such as...



### Finding the 'right' Tenant

The most important aspect of finding a Tenant and Managing a Tenancy, is finding the 'right' Tenant for your property.

That's why we verify our Tenants impeccably through Equifax searches, as well as checking out the Tenant's previous landlord, employment history and bank statements. As well as this, 60% of our Tenancies are guaranteed by a Home-owning Guarantor to provide extra security.

It was a pleasure to do business with Let-Leeds. The customer service is 2<sup>nd</sup> to none - I definitely recommend them.

J Thorpe

### Your Tenants are in good hands

We strive to ensure we're MAKING MOVING SIMPLE for our Tenants, a fair but flexible, first class service allowing the moving process to be as quick and easy as possible.

- We use online Tenant application and vetting systems, ensuring we complete the Tenancy set-up within 48 hours.
- We promise high Tenant retention by providing a swift response to all enquiries or potential maintenance issues.

### You can count on us

- We are fully accredited by the Property Ombudsmen and OFT for residential property letting.
- Professional Indemnity Insurance.
- All deposits are held with the DPS.
- All client funds are guaranteed and held in separate accounts.

### We're there when you need us

We're dedicated to providing you with a flexible and rewarding service, if you have a particular service requirement, please do not hesitate to contact us.

We have a large network of trusted partners within the property industry and can assist with most requirements – please feel free to ask us and we'll do our best to assist.





let-leeds.com

## Let-Only Service

A service dedicated to finding the 'right' Tenant for your property.

### Let-Only Service

#### 1. No Tenant, no fee

No fee to pay if we cannot find you a suitable Tenant.

#### 2. Free property appraisal

Let-Leeds will advise you of latest regulations, ideas on how to maximise your rental income and provide a realistic rental evaluation.

#### 3. Property marketing

Marketing your property properly: professional photography, advertising on all the major web portals, quality write-up...

#### 4. Accompanied viewings

We'll need a set of keys and existing Tenant contact details please.

#### 5. Tenant referencing

Thorough Tenant checking - we cover all bases.

#### 6. Tenancy paperwork

We will draw up and sign the Tenancy Agreement, Guarantor Forms and Section 21 as standard.

#### 7. Collect bonds

Collection of bonds on Landlord's behalf

#### 8. Tenant check-in

Final paperwork, key-handover, Induction to the property and maintenance requests. Meter readings and Tenant welcome pack.

75% of the first  
Month's rent +VAT

The enthusiasm and energetic approach to finding a suitable Tenant was matched by thoroughness and due-diligence in finalising details. The approach to solving issues was handled with care for both Tenant and myself, as a Landlord, and resolved in a prompt and efficient manner. I encourage others to actively seek out Let-Leeds as a letting agent.

Jacqueline Rolfe

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## Fully-Managed Service

We'll look after all elements of managing your property, from finding your ideal Tenant to ongoing property maintenance.

### Fully-Managed Service

#### 1. No Tenant, no fee

No fee to pay if we cannot find you a suitable Tenant.

#### 2. Free property appraisal

Let-Leeds will advise you of latest regulations, ideas on how to maximise your rental income and provide a realistic rental evaluation.

#### 3. Property marketing

Marketing your property properly: Professional photography, advertising on all the major web portals, quality write-up...

#### 4. Accompanied viewings

We'll need a set of keys and existing Tenant contact details please.

#### 5. Tenant referencing

Thorough Tenant checking - we cover all bases.

#### 6. Tenancy paperwork

We will draw up and sign the Tenancy Agreement, Guarantor Forms and Section 21 as standard - we also prepare a full photographic Inventory.

#### 7. Collect bonds

We collect the bonds. On the Fully-Managed service we also deposit the bond with the DPS.

#### 8. Tenant check-in

Final paperwork, key-handover, Induction to the property and maintenance requests. Meter readings and Tenant welcome pack.

#### 9. Utilities

We record the Gas and Electric readings at the start of the tenancy as well as informing Leeds City Council and Yorkshire Water of your new Tenants.

#### 10. Rent collection

Monthly rental collection as well as late rental payment reminders where required. Rent transferred via BACS to the Landlord monthly.

#### 11. Property maintenance

Respond to Tenant maintenance requests within 24 hours. Co-ordination of maintenance, supervise works and settle accounts from rents received. (10% charged for major works over £250).

#### 12. Property inspection

Quarterly property inspections carried out on all managed properties within the first 12 months of any Tenancy.

#### 13. Landlord certificates

Arrange Annual Landlord Gas certification and EPC certification where necessary.

#### 14. Advice

Residential Lettings advice whenever it's required.

*Additional optional items, such as EPC certificates and other expenses will be charged according to the scale of fees defined within 'Additional Services'.*

10%+VAT of Monthly  
Rental Income  
(Set up fee of £200 +VAT)





# Additional Services

We also offer a range of additional services including...

Featured property with Rightmove.com -	£75.00 + VAT
EPS Certificate (required prior to a property being marketed) -	£75.00 + VAT
Landlord's Gas Certificate -	£75.00 + VAT
PAT Testing -	£90.00 + VAT
PIR Electrical Testing -	£200.00 + VAT
Manage & Deposit Bond -	£25.00 + VAT
Full Property Inventory -	£75.00 + VAT
Manage Major Maintenance Works -	10% of Total Cost
Duplicate & Test Keys -	£7.00 + VAT
Annual Tax Returns -	From £350.00 + VAT

I used Let-Leeds to find a Tenant for my house in Headingley, which they did with great ease. I was so pleased with the service, I decided to go for the Fully Managed option. Let-Leeds are very enthusiastic about what they do and offer a very dedicated service. I am extremely happy with them and would recommend using Let-Leeds to anyone.

Amy Heard

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