

A
GUIDE
to
— RETTIE & CO.'s —
Letting Service



Better letting

www.rettie.co.uk/lettings

Tenant Introduction Only

Our TIO package includes advertising, conducting agreed viewings, carrying out thorough reference checks, taking an inventory if applicable and drawing up legal paperwork. Thereafter the day to day management of your property and monthly rent collection will be over to you.

Full Letting & Management Service

Our FLM package provides everything the TIO package does and more. We will also manage your property for the duration of the tenancy, so you don't have to. This includes rent collection and reviews, inspections, serving of legal notices and dealing with maintenance issues.

You can trust Rettie & Co. to deliver exceptional letting and management services

If you are looking to let your property we'll make the whole process stress-free. We provide two exceptional service packages, one for landlords who simply require us to find them tenants and the other for landlords who want the complete service of asset management.

Whether you choose our Tenant Introduction Only (TIO) or our Full Letting & Management service (FLM), we'll help you every step of the way. This brochure gives you an overview of how.



Better letting

Appraisal

A bespoke approach that gets it right from the start

We are committed to giving you the best possible service. That's why we'll carefully assess your property and talk through your aims and objectives. This will allow us to map out the most effective way to let your property. As a mark of our commitment to you, there is no obligation or cost for this service.

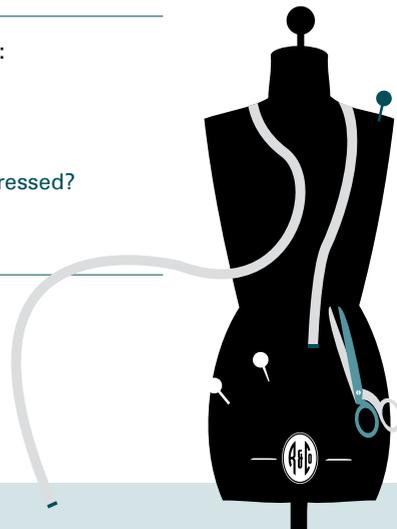
During the appraisal process, we'll explain all our service options, highlight all the issues that you need to keep in mind and guide you through any pitfalls. This will give you the information you need to decide which of our service packages is best for you.

Asset management

Your property may well be one of your biggest investments and that is why we consider our role as one of 'asset management.' It is not enough to simply find a tenant and respond to repairs, but instead to maintain and manage the value of the asset. We ensure you attain optimum rent by finding good tenants and remaining pro-active in maintenance and repairs. We achieve this through our unrivalled knowledge of the Scottish property market, our broad base of contacts, and our experienced teams capable of offering you a full professional service.

Our appraisal will address the following questions:

- Furnished or unfurnished letting?
- What sort of lease is best for your property?
- What letting periods will be best?
- What legal and regulatory issues need to be addressed?
- What rental and deposit levels are appropriate?
- What type of services do you need – TIO or FLM?



Marketing

Maximising returns by maximising exposure

Whether you choose our TIO or FLM package, the most important issue is matching the requirements of your property with the requirements of the right tenants. We are experts at preparing and advertising properties so that they attract trustworthy tenants.

Our marketing approach is based on a dynamic online strategy that uses our own award winning website and a carefully chosen selection of other sites. We'll ensure your property is shown in the best possible light and make sure that it is seen by a wide and discerning audience. We let properties extremely effectively and minimise any void periods.

This online campaign is backed up by a comprehensive range of additional marketing services. These include property preparation, accompanied viewings (7 days a week, with flexible, out-of-hours viewings), high-quality To-Let boards and in-office promotions. Add to this our corporate contacts, relocation agents and public contact databases, and we have a formidable array of tools to find the tenants you need.



Tenant Selection

Take the worry out of letting your property

Once we've generated interest in your property, we'll bring our rigorous tenant selection approach into play. Our expertise in this area means that you'll secure the best possible tenants and letting returns.

We carefully vet all potential tenants using a common sense approach and a comprehensive range of reference and credit checks using our appointed referencing agency. Once the right tenants have been selected and approved by you, we will carefully negotiate tenancy terms and finalise all documentation. If you choose our FLM package then we'll also ensure that all other legal, safety and regulatory issues are in order and that utility suppliers are notified of the new tenancy; if you choose our TIO package, then we'll advise you on the steps you should take.

The badge that counts

We are members of the Royal Institution of Chartered Surveyors (RICS) which means that we abide by strict rules of professional conduct and client accounting procedures. All client deposit monies are kept in separate, audited accounts.

We are also members of the Edinburgh Landlord Accreditation scheme (ELA)

Our tenant selection and legal services include:

- Tenant selection, referencing and credit check
- Negotiation of tenancy terms
- Preparation of legal documentation
- Signature and witnessing of lease documentation
- Organising entry into property
- Collection of deposits and rent



Regulated by RICS



Full Letting and Management

Relax and let us take care of all the details

Looking after your rental property and managing a tenancy can be a real headache. If you choose our FLM package you can trust us to take all the hard work and stress off your hands. Our management services provide unrivalled care for your property, tenants and rental returns and ensure that everything runs smoothly.

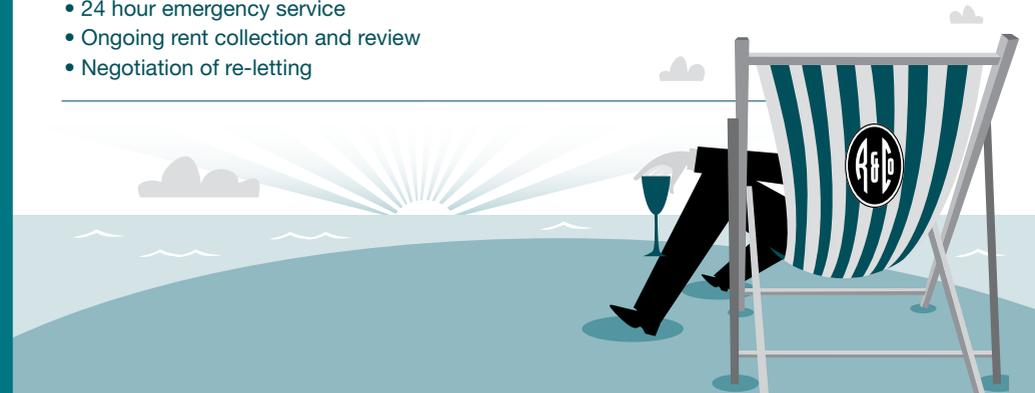
We deal with all practical elements of the letting process, such as putting together inventories and collecting rents. As part of our asset management offering, we also provide a comprehensive range of property maintenance services that cover everything from carrying out regular property inspections to completing any necessary repairs and safety checks, and ensure that you are achieving optimum returns for the duration of your tenancy agreement.

Looking after your tenants

We liaise closely with tenants to ensure they have a good letting experience and to make sure that any problems are dealt with efficiently. For example, our 24/7 emergency coverage deals with any unforeseen problems.

Among the comprehensive range of property management services we offer are:

- Utilities management
- Inspections, repairs, safety checks and general maintenance
- 24 hour emergency service
- Ongoing rent collection and review
- Negotiation of re-letting



Get in touch

To arrange your free, no obligation property appraisal and to meet with one of our experts call:

Edinburgh	0131 622 4160
Glasgow	0141 248 4160
Glasgow West End	0141 341 6000
Melrose	01896 824 070

Alternatively email us at
lettings@rettie.co.uk



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