

**highfield estates**

# LANDLORDS

**landlords**

**terms & conditions**

**and management**

**agreement**

**CALL US FOR FULL DETAILS**

**01253 404882**

**PROPERTIES MANAGED FROM  
FLEETWOOD TO LYTHAM ST ANNES**

**118,highfield road, blackpool,fy4 2jf  
e: [enquiries@highfieldstateagents.co.uk](mailto:enquiries@highfieldstateagents.co.uk)  
[www.highfieldstates.co.uk](http://www.highfieldstates.co.uk)**

**PROPERTY MANAGEMENT SPECIALIST**

# **FULLY MANAGED** **SERVICE**

- 10% COMMISSION NO VAT
- NO LET NO FEE
- 6 MONTHS MINIMUM CONTRACT
- NO HIDDEN CHARGES

**Highfield Estates Property Management Specialist**

# WHY CHOOSE HIGHFIELD ESTATES TO MANAGE YOUR PROPERTY?

- We simplify property rental
- We are a local office with local knowledge, and we currently manage properties from Fleetwood, to Lytham St Annes
- We are a family owned and run business, which has been established over 10 years
- We are a small company, with friendly approachable staff
- We are fully up to date with legal requirements
- We always go the extra mile for customer satisfaction
- We offer low charges of only **10%** of rents collected with **NO** vat Payable
- We are a property management specialist, specialising in Private Landlord, Residential, and Commercial
- We offer a **FREE** rent guarantee, with our fully managed service (where applicable)

**Highfield Estates Property Management Specialist**

# OUR SERVICES

We offer 2 levels of service

. Our fully managed service

and

. Our let only service

# **OUR FULLY MANAGED SERVICE**

- **Free market appraisal and letting**  
We will meet you at your rental property, and advise you of a realistic rent that you can hope to achieve, We will also give you general advice on renting out your property,
- **Accompanied viewings**  
We will always accompany prospective tenants when they view your property
- **Erect “To Let” board if required**  
We feel that one of the best ways of promoting your property is with a board
- **Prepare colour brochure and market property**  
We will prepare a full colour brochure to market your property, and advertise it in our high street office window, and other local publications as required. Brochures can be posted or emailed to prospective tenants
- **Credit check and reference potential tenants (with free rent guarantee where applicable)**  
We will send to our referencing company the application, who will carry out extensive checks, if they are acceptable you will be provided with a free 6 months rent guarantee insurance, which will cover the rent if the tenant is unable to pay the rent, and also it will cover all legal costs in evicting the tenant if necessary. Please note that the first 6 months cover is provided free, and the renewal is paid for by the landlord if required
- **Prepare an Assured Shorthold Tenancy agreement (AST) & section 21 Notice**  
The average tenancy is for a period of 6 months, On finding and successfully referencing a suitable tenant we will prepare a tenancy agreement, and complete a section 21 Notice soon-after, to facilitate evicting the tenant at the end of the 6 months, if necessary
- **Prepare an inventory of the property with photographic evidence**  
We will prepare a full inventory before any new tenants move into the property, this will include photographic evidence , and also reading of all meters at the property
- **Collect rent in advance & bond for property if required**  
We will collect the advance rent (usually 4 weeks / one calendar month) from the tenant before they move into the property, and a bond will also be collected , which is held in accordance with a government approved tenancy deposit scheme
- **Transfer rent to landlord & supply rent statement as required**  
We will transfer the rent to the landlord within 7 days of receiving it from the tenant (subject to cleared funds), and also supply an itemised rent statement showing any commissions paid, or any repairs which have been carried out on the property

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# OUR FULLY MANAGED SERVICE

## Continued

- **Notify utility companies, and local council at commencement and termination of tenancy**  
We will inform the utility companies of any meter readings at the commencement and termination of the tenancy, and also inform the Local Council that there is a new occupier in the property, for Council Tax Purposes
- **Keep you informed of any maintenance or repairs which are required at the property**
- **Keep you informed of new legislation**
- **If tenant gives notice to quit the property, we will market the property in the last month of the existing tenancy**
- **Investigate any defects or repairs which come to our notice, or are brought to our attention by the tenant,**  
We will administer day to day repairs on the property subject to an agreed amount of £(to be arranged), Where major repairs are necessary, an estimate will be obtained, and you will be contacted for your approval, before any work is commenced
- **Property Inspections**  
We will inspect the property at the commencement of the tenancy, then after 1 month, and if everything is satisfactory after 6 months, thereafter the property will be inspected periodically (additional inspections can be arranged subject to an additional charge), any defects or property repairs will be brought to your attention. It also gives us the opportunity to assess whether the tenancy is being conducted in an appropriate manner

### Fees for our fully managed service

- **Tenancy set-up fee of**  
**£150.00 no VAT**  
(payable at commencement of each tenancy)
- **On-going commission**  
**10% of all rents collected no VAT**  
(a fee of £100 will be payable if the property is withdrawn within one month of instruction, to cover marketing costs)

# OUR LET ONLY SERVICE

- **Free market appraisal and letting**

We will meet you at your rental property, and advise you of a realistic rent that you can hope to achieve, We will also give you general advice on renting out your property,

- **Accompanied viewings**

We will always accompany prospective tenants when they view your property

- **Erect “To Let” board if required**

We feel that one of the best ways of promoting your property is with a board

- **Prepare colour brochure and market property**

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- **Prepare an Assured Shorthold Tenancy agreement (AST) & section 21 Notice**

The average tenancy is for a period of 6 months, On finding and successfully referencing a suitable tenant we will prepare a tenancy agreement, and complete a section 21 Notice soon-after, to facilitate evicting the tenant at the end of the 6 months, if necessary

- **Prepare an inventory of the property with photographic evidence**

We will prepare a full inventory before any new tenants move into the property, this will include photographic evidence , and also reading of all meters at the property

- **Landlord’s responsibilities**

Collecting all rents, collecting deposit, informing utility companies, & local Council, maintenance and repair of property, property inspections, legal requirements, evictions etc. managing the property

- **Terms of appointment**

If the landlord instructs Highfield Estates to act as managing agent and they subsequently process and reference a successful tenant, and the landlord then decides to withdraw the property, before the tenant moves in, then the landlord will pay a fee of £150.00 to cover all marketing costs and fees incurred by Highfield Estates

## **Fees for our let only service**

### **Tenancy set-up fee of**

**£300.00 no VAT**

**(payable at commencement of each tenancy)**

**(a fee of £100 will be payable if the property is withdrawn within one month of instruction, to cover marketing costs)**

# LEGISLATION

- **Gas safety certificate**

Gas safety checks must be carried on all gas appliances annually, by a Gas safe registered contractor, who will provide a gas safety report, a copy of which must be in our possession before a tenant moves into a property, you can use your own gas engineer, or we can provide one. This gas safety check is at the landlord's expense

- **Energy performance certificate (EPC)**

All rental properties must now have an EPC before they can be advertised for rent, this will show how energy efficient the property is. An EPC for a rental property is valid for 10 years (you can supply your own EPC if you have one, or we can arrange to have one completed for you at the landlord's expense)

- **Electrical safety certificate**

It is a landlord's legal duty to ensure that all electrical appliances and installations are safe, it is recommended that a periodical electrical inspection is carried out by a suitably qualified electrician, and the necessary certificates are provided, we can arrange this if necessary. This is at the landlord's expense,

- **Furniture regulations**

It is a requirement that all upholstered furniture at the property complies with the Fire & Furnishings regulations 1988 (amended 1983). Labels must remain attached to all upholstered furniture showing that it complies with these regulations

- **Insurance**

The landlord must ensure that the property is covered with a comprehensive landlord's insurance policy. We can arrange this for you if necessary at your expense. We can also offer insurance for tenants, legal cover, & rent guarantee etc. at competitive prices

- **Legal advice**

Should it be necessary for solicitors to be instructed for either rent arrears or breach of the tenancy agreement, then we can instruct a solicitor on your behalf, but you would be liable for all fees incurred

- **Mortgages**

It is normally a condition of a mortgage, that where a property is sublet, then the mortgage provider's permission must be obtained. We would advise that you obtain this permission as soon as possible

- **Deposit protection**

Highfield Estates tenant's deposits are held by the Deposit Protection Service. This is to ensure, that if there is a dispute at the end of the tenancy, then either the tenant, or the landlord, can submit the dispute to an independent examiner for adjudication

- **Smoke alarms**

It is our recommendation that all properties should be fitted with 2 smoke alarms. If your property has gas appliances, then you may wish to consider the installation of carbon monoxide alarms, these cost a little more than smoke alarms, but they do serve a very useful purpose,

- **Keys**

We would normally require 2 sets of keys to the property, one will be handed to the tenant on occupation, and the other will be retained by us for emergencies

**Highfield Estates Property Management Specialist**



# **GENERAL TERMS AND CONDITIONS**

- **Property inventory (furnished property)**

An inventory must be completed and signed by the tenant, prior to taking up tenancy, this can be prepared by us at a cost of £50 for the first hour, and £20 for each subsequent hour (minimum £50)

- **Additional property inspections**

If you require a property inspection over and above those covered by our full management service, then these can be arranged, subject to an additional fee of £25 per visit

- **Property / garden maintenance**

We can arrange property and garden maintenance at competitive rates through our contacts with local tradesmen

- **Empty properties**

Our service does not include the supervision of empty properties, whether it is empty before a tenant moves in, or empty in between tenancies. Once the property becomes empty, the landlord becomes responsible for payment of all utilities, and full property maintenance, including the gardens, until the property is re-let

- **Breach of a tenancy agreement**

There are various reasons that a tenant can be in breach of the tenancy agreement, for example, rent arrears, or not looking after the property correctly. We will act on these instances immediately and try and resolve the situation. If however, the tenant continues to ignore our requests to comply with the tenancy agreement, or if they are in breach due to severe anti-social behaviour which is affecting the neighbours, then we will commence the eviction process, (subject to the landlord's approval)

- **Terms of appointment**

Our full managed service is for a minimum period of 6 months, should you no longer wish us to act as your agent, then we would require 1 months written notice on your part to terminate our agreement (subject to a minimum term of 6 months). If the landlord instructs Highfield Estates to act as managing agent and they subsequently process and reference a successful tenant, and the landlord then decides to withdraw the property, before the tenant moves in, then the landlord will pay a fee of £150.00 to cover all marketing costs and fees incurred by Highfield Estates

- **Purchase of property**

In the event that the tenant, or anyone associated with the tenant, or any person introduced by Highfield Estates purchases the property, during the tenancy term, then the landlord agrees to pay Highfield Estates a sales commission of 1.5% of the sale price (this may be subject to prior negotiation)

- **Instruction manuals**

Instruction manuals, or leaflets must be left at the property, or with the agent before the commencement of the tenancy, for every gas and electric appliance included as part of the tenancy, this includes, central heating boilers and systems, and cookers etc.

# Landlord acceptance form for our let only or fully managed service

I / we hereby agree to the terms and conditions, as detailed in this brochure, and instruct Highfield Estates to act as my / our managing agent

The level of service that I require is (please mark X as required) Fully Managed Service  (min. 6 months)  
Let Only Service

Landlord name.....

Landlord address.....

.....Post code.....

Home tel. number..... Mobile number.....

E-mail address.....

## Alternative contact details

Landlord address.....

.....Post code.....

Home tel. number..... Mobile number.....

E-mail address.....

The address above is my permanent UK address, and I am a full time UK resident    yes  no

I am not a UK resident and my overseas address is entered above    yes  no

## Address of property to be let

.....

.....Post code.....

Agreed Rental £..... per week  per 4 weeks  per calendar month

I/we confirm for repairs to be carried out on my property up to the value of £.....without further authorisation

Gas safety certificate provided by Landlord  Highfield Estates

EPC provided by Landlord  Highfield Estates

**I confirm that I have been made aware that I am responsible for the safety of the electrical installations & appliances, at the rental property, and I confirm that appropriate checks have been carried out by a competent person where necessary**

Signed.....Print.....Landlord

Signed.....Print.....Landlord

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## **RESIDENTIAL LETTINGS**

- MANAGEMENT SERVICE
- TENANT REFERENCING
- RENTAL PROPERTIES WANTED
- RENT GUARANTEE
- LOW CHARGES
- NO VAT

## **COMMERCIAL LETTINGS**

- MANAGEMENT SERVICE
- RENTAL VALUATION
- MARKETING
- TENANT REFERENCING
- LOW CHARGES
- NO VAT

## **RESIDENTIAL MANAGEMENT**

- SERVICE CHARGE COLLECTION
- ORGANISING REPAIRS
- PREPARATION OF BUDGETS
- GENERAL BOOK-KEEPING DUTIES
- ARRANGING INSURANCE COVER
- COMPANY SECRETARY DUTIES

## **RESIDENTIAL SALES**

- PROPERTIES WANTED ALL AREAS
- FREE PROPERTY VALUATION
- NO SALE NO FEE
- REGULAR FEEDBACK
- LOW CHARGES
- NO VAT

## **MORTGAGES**

- RESIDENTIAL
- BUY TO LET
- FIRST TIME BUYER
- RE-MORTGAGE
- HOME MOVER
- COMMERCIAL MORTGAGES

## **INSURANCE SERVICES**

- LIFE INSURANCE
- HOME INSURANCE
- LANDLORD'S INSURANCE
- MORTGAGE PROTECTION
- CRITICAL ILLNESS
- INCOME PROTECTION

highfield estates  
118 highfield road, blackpool, Lancashire. Fy4 2jf  
tel : 01253 404882  
email : [enquiries@highfieldstateagents.co.uk](mailto:enquiries@highfieldstateagents.co.uk)  
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# **PROPERTY MANAGEMENT SPECIALIST**

**sales**

**lettings**

**mortgages**

**insurance**

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