

## **A STEP-BY-STEP GUIDE TO LETTING YOUR PROPERTY**

Choosing the right company to manage your property is an incredibly important decision that can significantly impact your success as a landlord. You want a company that not only meets your specific needs but also possesses the necessary knowledge, extensive experience, and strong trustworthiness that are essential in the property management industry. It's crucial to select a company with a solid and positive reputation in the market, as this can greatly affect your overall experience and satisfaction as a landlord. Moreover, having a friendly and approachable voice available to you whenever you have questions or concerns can provide you with the support and reassurance you need while navigating the complexities of property letting. This added layer of communication can create a more comfortable and efficient relationship, allowing you to focus more on what really matters in your investment.

### **STEP 1 - ENGAGING OUR SERVICES**

When Sandhu Estates receives your inquiry about becoming one of our valued landlords, we will quickly arrange a visit to your rental property for a free and thorough valuation. During this visit, we will evaluate your property and discuss any improvements that could boost its appeal and value. We will also conduct a detailed rent appraisal, considering current market trends and similar properties, so you can make the most of your investment. Our aim is to provide you with all the necessary information to help you make informed decisions about your rental property.

We'll have a detailed conversation about our services and the related fees. We will also review your responsibilities as a landlord to ensure you clearly understand your obligations, giving you peace of mind as we work towards a smooth process. Once you decide to move forward with Handles Property, there will be some simple paperwork to finalize the agreement. This will involve straightforward tasks such as signing our Terms and Conditions, authorising Sandhu Estates to act on your behalf, and providing the needed certificates and documents. We realize that these processes can be daunting, so we are here to guide you through each step to make everything as easy as possible.

### **STEP 2 – MARKETING YOUR RENTAL PROPERTY**

We will take photos and create a virtual tour to support your marketing materials. This includes high-quality images and a clear property description that showcases its best features. Your property will be listed on the Sandhu Estates website, Rightmove, Zoopla, WeAreTheMarket, and OnTheMarket, among others. We will also use targeted online advertising to effectively reach your specific audience. Our goal is to ensure that your property is seen by as many potential tenants as possible.

Sandhu Estates works directly with relocation agents and leverages social media. This approach helps to secure tenants more quickly. We also reach out to our extensive database of potential applicants.

An experienced member of Sandhu Estates will conduct each viewing, providing you with honest feedback and keeping you updated.

Additionally, we offer a complete management service to handle all aspects of property rentals effectively.

### **STEP 3 – AGREEING THE TENANCY**

Once we find a suitable applicant, Sandhu Estates will handle the negotiations to create a Tenancy that works for both parties. This includes confirming their identity and ensuring they have sufficient means

to fulfil their rental obligations. We'll then carry out all necessary checks, including credit history, job verification, and obtaining a landlord reference, to ensure eligibility.

After these checks are completed and verified, we will draft the formal contract, collect and securely register the deposit, and perform the required Right to Rent checks to meet legal standards. In addition, we will provide you with a comprehensive tenant profile to assist in your decision-making.

We are diligent in our processes because we want you to feel confident that you will have a reliable tenant who meets all your rental requirements.

Our commitment to thoroughness ensures that we cultivate lasting and positive relationships between landlords and tenants.

#### **STEP 4 – TENANCY SERVICES**

To make starting your tenancy easy, the tenant pays the first month's rent in advance to Sandhu Estates. This way, on move-in day, all you need to do is visit our office to sign any remaining papers. We'll provide the necessary legal documents and the keys.

If you choose our Rent Collect Service, we'll handle rent collection each month and follow up on any late payments. With Sandhu Estates, you won't have to worry about financial issues. Many clients who use the Rent Collect Service feel relieved knowing this is one less task for them. You'll get a monthly statement and the rent will be transferred to your selected account. You'll still be responsible for any other questions during the tenancy.

If you go for the Fully Managed Service, it's even simpler for you. We will take care of arranging all necessary legal certificates and an inventory or schedule of condition. We'll also handle all other aspects of the tenancy (in addition to the above) so you can enjoy a hands-free investment without any hassle.