



STEP BY STEP GUIDE TO LETTING

Step 1 - Accurate Valuation

Sarnia will advise what price you should ask for your property.

Step 2 - Consider Property Management

Property Management can be the key to reaping maximum rental returns on your property. Many tenants insist on renting managed properties and are often prepared to pay a premium for this.

Instructing Sarnia Estate Agents to manage your property gives you peace of mind that both your property and tenant will be cared for 24/7. Your dedicated Property Manager will look after the general day-to-day management and more complex issues such as emergency repairs, collection of rent, transfer of utilities and much more.

Step 3 - Presenting your property

First impressions count, making the presentation of your property critical to a successful let.

Consider addressing any DIY jobs you have been meaning to get done, add a fresh coat of paint where necessary and try to declutter to make rooms appear larger.

Sarnia will then photograph the property and prepare comprehensive property descriptions, all in just one visit.

Step 4 - Preparing your property for tenancy

Before you let your property for the first time you must obtain a professional and comprehensive inventory. This will set out the condition and contents of the property. Sarnia Estate Agents will carry out a professional inventory on your behalf.

You are responsible for checking that the tenants have set up accounts with utility companies, telephone supplier, council tax and TV licencing.

Step 5 - Marketing your property

To find your perfect tenant you need to give your property maximum exposure across a wide range of media.

When you instruct Sarnia to let your property you will automatically benefit from our first class, comprehensive marketing package, including: exposure on our easy to use and market leading website, full colour property details, radio and advertising in various publications.

Step 6 - Accompanied (flexible) viewings

We understand that your working day may be too frantic which is why we are happy to arrange evening viewings or of a weekend.



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Step 7 - Receiving an offer

As soon as an offer is received we will contact you to communicate full details of an offer along with any special conditions to help you decide whether or not to accept.

Step 8 - Offer agreed (subject to references)

Once you accept an offer we will do the following, regardless of whether your property is managed:-

- Collect references from the tenants (Bank, Character and previous landlord or managing agent)
- Judgements & searches report from local credit reference company
- Proof of residency can be utility bill which is less than three months old
- Proof of identity can be passport, identity card or drivers licence

You would be advised to let people know that they may be contacted for a reference. Any detrimental or false credit information supplied may adversely affect your application.

Subject to acceptable references and your confirmation to proceed we will:-

- Arrange signing of Tenancy Agreement
- Collect moving-in payment (rent & deposit)
- Carry out check-in and inventory
- All utilities changed into tenant's name
- Complete Standing Order mandate

Step 9 - Completion

Upon completion, keys will be released to the tenant on the day.

For managed properties, we will provide the tenant with contact details of their dedicated Property Manager.

Congratulations, your property is now let!