



WALLETS RURAL PROPERTY SERVICES

GOLD PACKAGE

- Inspection of the property to gather information including photographs.
- Rent recommendations (not including the Tenant's Council Tax, electricity, gas, line rental etc).
- Preparation of letting particulars.
(Please note: all details will be sent to you for approval before finalising the particulars).
- Advertisement of the property (Wallets RPS website and window displays and Facebook page).
- Advice on legal requirements and safety regulations and instruct thereafter.
- Accompanied viewings (if required) during normal office hours – Monday to Friday 9am until 5pm.
- Tenant credit reference checks.
- Prepare a Record of Condition on the date of entry.
- Drawing up the lease agreement and associated documentation.
- Obtain signatures for pre-tenancy notices and Minutes of Lease.
- Inspection of the property at lease every 6 months.
- Arrange for authorised repairs to be carried out.
- Handing the keys to the tenant and transferring utility supplies, notifying the local Council and Electoral Registration Office at the commencement of the tenancy.
- Receive initial rent and returnable deposit which will be transferred to Letting Protection Service Scotland.
- Collecting the rent on behalf of the landlord chasing the rent from tenants where necessary.
- Arrange for the service of a Notice to Quit.
- Inspect the property at the end of the tenancy.
- Liaise with Letting Protection Service Scotland to arrange for the return of the deposit (including any deductions if required)
- If a property is unoccupied we can arrange for the property to be drained down.

Please note: If your property is over 3 bedrooms and/or furnished, an additional charge will be due for drawing up the Record of Condition.