



WALLETS RURAL PROPERTY SERVICES

SILVER 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 the lease agreement and associated documentation.
- Handing the keys to the tenant and transferring utility supplies, notifying the local Council and Electoral Registration Office at the commencement of the tenancy.
- Inspection of the property at least every 6 months.
- Advise of all repairs required.
- Arrange for the service of the Notice to Quit.
- Notify the Council and utility suppliers at the end of each tenancy.
- 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.