



WALLETS RURAL PROPERTY SERVICES

RING 3, NEW MARKET STREET, CASTLE DOUGLAS,
KIRKCUDBRIGHTSHIRE, DG7 1HY












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WALLETS RPS' Lettings

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.

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.



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-  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.

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