



## WALLETS RURAL PROPERTY SERVICES












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

T: 01556 503 889 | FAX: 01556 504 540

WWW.WALLETS-RPS.CO.UK | WRPS@WALLETS-RPS.CO.UK

### WALLETS RPS' Lettings

# 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.



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# Silver Package

-  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.