

## ***TERMS OF BUSINESS***

*We are an independent proactive Residential Lettings and Property Management Company established in Solihull and surrounding areas. We pride ourselves in offering a professional service with a personal touch.*

### ***We can offer:***

*Good quality properties to suit your requirements whether they are for:*

*Furnished  
Unfurnished  
Part furnished to include white goods  
Long or short let*

***Assured Shorthold Tenancy Agreements or Company Tenancy Agreements for all tenancies for a minimum of 6 months.***

*Every property carries a detailed inventory together with a schedule of dilapidations. We carry out quarterly visits to ensure that tenancies are working.*

*All Utility Companies and Councils are informed of new tenants together with relevant dates and meter readings at the start and end of tenancies.*

*Tenant's deposits are protected with My Deposits or the Tenants Deposit Protection Scheme and insured with CM Protect Ltd (HFIS plc).*

## ***Managing to please***

*Fully maintained and managed properties available. Maintenance carried out by skilled tradesmen. All properties carry valid Gas and Electrical Certification where appropriate.*

*Evening and weekend viewings available accompanied wherever possible.*

*Local information available for tenants moving into our area.*

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*Thank you for your recent enquiry regarding rented accommodation in this area. We would like to take this opportunity to inform you of our terms of business should you wish to proceed with the let of the property.*

### **WHEN SUITABLE ACCOMMODATION HAS BEEN FOUND, THE FOLLOWING BECOME PAYABLE:**

*A 'Holding Fee' of 1 week's rent is required to secure the property whilst the credit searches are being processed.*

*This holding fee is non-returnable if the tenancy does not proceed but will be deducted from your final invoice amount payable prior to the move in date.*

*When the credit search is complete – 5 week's rental as security against damage to the property is required. This is returnable at the end of the period of tenancy - subject to NO damage, shortages and breakages.*

*In accordance with Section 213 of the Housing Act 2004, tenant's deposits will be registered with the Tenant Deposit Protection Scheme or My Deposits.co.uk. Details can be found at [www.mydeposits.co.uk](http://www.mydeposits.co.uk).*

*Invoices should be settled in cleared funds either by:*

*Cash,*

*Bankers Draft,*

*or Bank Transfer.*

*Rents are payable monthly in advance by bank standing order.*

*I trust you will find this in order and look forward to hearing from you.*