



Letting your
property with
LangfordRae

Whether you have a single property or an expanding portfolio with complicated management requirements, our dedicated Lettings & Management team will give you peace of mind knowing that we have the knowledge and expertise to protect you and your investment.

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Managing Director
LangfordRae Property Agents

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Introduction

Welcome to LangfordRae, and thank you for considering us as your trusted letting agent.

LangfordRae Property Agents have a long-established Lettings & Management department providing specialist services and advice to landlords across the Bromley Borough, Sevenoaks District and the surrounding areas.

From our flagship office in Windsor Drive, Chelsfield, we are able to provide an unparalleled level of expertise: from marketing to tenant-vetting to three levels of property management.

Letting your property has never been more straightforward.

Our dedicated Lettings & Management team have a simple aim: to provide a friendly professional service with an open and honest approach.

Highly experienced and fully qualified, our team all live locally, and have extensive local knowledge to benefit both landlords and tenants alike.

We're small enough to give you and your tenants the personal service you deserve, but rest assured, we have all the necessary resources to handle the complexities of property letting and management.

Read on to learn more about our Lettings & Management service. If you have any questions, please don't hesitate to call us on 01689 862770 or visit us online at langford-rae.co.uk for more information or to book your free, no obligation, lettings appraisal.

2 Ready to let

Before letting your property you will firstly need to make sure you have all relevant permissions in place to let, from mortgage lenders (if applicable) to any joint owners, or leaseholders.

Landlords have a legal obligation to ensure the safety of their tenants. We are well versed in all aspects of legislation for electrical, gas and fire safety.

The growth of the rental market has also brought with it new legislation to empower tenants. It has never been more important to take responsibility for the health and welfare of a tenant by keeping the property in good condition, and inspecting it regularly for potential hazards.

Failure to comply with any of these regulations is a criminal offence and can result in fines, or a prison term. We're here to talk you through and organise the raft of regulations you'll need to adhere to and comply with.

The property will require an EPC (Energy Performance Certificate). This is a report that assesses the energy efficiency of a property and recommends specific ways in which the efficiency could be improved. Your property's EPC is a legal requirement for letting and must have a minimum rating of an 'E'. Once obtained, it is valid for ten years.

Our management services will ensure that these essential areas are monitored to help maintain your property's condition, and to keep you within the law.



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*With ever-increasing legislation to protect both tenant and landlord alike, you can **trust LangfordRae Property Agents** to ensure you're always on the right side of the law.*

3 Letting your property

LangfordRae have an extensive track record of success in marketing property and achieving the best results for our clients.

We will personally meet with you at your property and offer advice on the rental potential, discuss market trends, and give you an indication of the monthly rental figure your property could achieve.

Once instructed we'll take quality internal and external photographs and prepare particulars for your approval.

As soon as the preliminaries are completed, your property will be displayed in our office windows, added to our website, and uploaded to Rightmove and Zoopla – the UK's leading property portals. And should you wish, we'll erect one of our smart 'To Let' boards to attract maximum attention.

We'll actively promote your property by contacting our database of prospective tenants and personally call the ones we think would be a good match for your property.

We'll endeavour to accompany all viewings to ensure we sell the benefits of your particular property.

Our highly professional and well trained lettings staff will conduct all negotiations and vetting to secure you the very best tenants possible.

References will be cross-checked, contracts drawn up and deposits taken which will be registered with the Deposit Protection Service, an approved tenancy deposit scheme of which we are members.

As part of our Full Management service we can also carry out an inventory for the property, check in your tenants, set up all standing orders and collect the rent for you. Alternatively you may add these services on to create a more bespoke package tailored to your needs.



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*Whether you're a busy professional with buy-to-lets, or are already an experienced landlord, we're here to **keep you up-to-date** on the latest regulatory changes and to provide **letting tips and advice**.*

4 Management & maintenance

However involved you wish to be in the letting of your property, we have a solution to suit you. We offer three packages ranging from an introductory tenant-finding service, to comprehensive full management.

Letting a property these days can feel like a full time job in order to comply with all the latest rules and legislation. That's why at LangfordRae Property Agents we find more and more landlords entrusting us to fully manage their property and its tenancy.

Even if we haven't been responsible for finding your tenants we are able to offer a full range of services to help look after your investment and all aspects of its ongoing management.

With many years' experience behind us, and again being locals ourselves, we have built up a list of trusted and favoured tradespeople to look after our clients properties. It may be you already have your own preferred list, and if so, we can certainly work with them to ensure your property is maintained in a satisfactory condition.

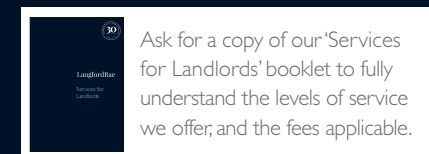
You will find honesty and clarity form the cornerstone of all your dealings with us. Our all-inclusive fee structure is simple to understand and we guarantee that there are no 'hidden costs'.

We make it our business to always tell you the truth. We only use trusted, independent contractors to carry out work on our landlords' properties. We do, however, benefit from goodwill and preferential rates which are directly passed on, in full, to our landlords.

We're more than happy to take the time to explain all aspects of our property management services with you. Accordingly, our terms and conditions are simple and in plain English so that you will always know who is responsible for what, and how much we will charge.



*We'll help relieve you of the
responsibility and chores of
being a property landlord.*



6 You're in very safe hands

You couldn't be in any safer hands than entrusting your let to LangfordRae. We are fully regulated and accredited and take the quality of our service very seriously indeed.

We're bound by the strict rules and high standards demanded by ARLA Propertymark, the UK's foremost professional and regulatory body for letting agents, and the 'property watchdog' Ombudsman Scheme. We are a registered SAFE Agent, too.

Our membership of these trade bodies means we are up-to-date with all the latest legislation and market developments, so you have the peace of mind knowing that you are dealing with a responsible, professional, regulated firm which adheres to all mandatory legislation.

All good lettings agents are recognised by the leading professional bodies governing the industry. These bodies ensure that agents abide by a strict code of conduct, possess the appropriate level of mandatory professional indemnity insurance should things go wrong, and have the relevant industry experience and qualifications.

They also ensure agents protect their clients' money in a secure client account.

Placing your trust and property in the hands of a non-regulated agent carries a high risk, so using an accredited agent is strongly recommended.

We are also listed with the Information Commissioner's Office in accordance with the GDPR to guarantee our landlords' and tenants' details are kept secure, treated with the strictest of confidence and not shared with third parties.

When you instruct us you have the peace of mind that you're working with a transparent organisation which operates with integrity. We are specialists in the letting and management of residential property, taking pride in our reputation for providing friendly, knowledgeable and professional advice to landlords.

At LangfordRae we value you as a client and wish to retain your business for many years to come.

We are highly trained, regulated, and experts in all aspects of residential property letting.

Services

- ✓ Expert rental valuations
- ✓ Property marketing
- ✓ Accompanied viewings
- ✓ Tenant vetting
- ✓ Assured shorthold tenancy agreements
- ✓ Deposit collection and protection
- ✓ Inventory & inspections
- ✓ Check-in / check-out
- ✓ Rent collection
- ✓ Maintenance and management

We are fully accredited and members of the following professional bodies:



LangfordRae

— PROPERTY AGENTS —

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CHELSEFIELD — *Sales & Lettings*

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ONLINE

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