



LANDLORD'S GUIDE

This is the guide for fully managed properties only.
Please see the Tenant Finder Guide if that is what you require.

- We will visit you at your property to discuss with you a possible rental figure plus any advice on how to present your property to make the most of your investment.
- Any specific instructions on the type of tenant that you are looking for will be noted.
- We will then offer you a Landlord/Agency Agreement to sign if you wish Melbourne Lets to do business on your behalf.
- If a suitable tenant is found, there will be an administration charge of £195.
- A full summary of the property will then be taken for advertising purposes, together with photographs inside and out.
- Your property will then be advertised through the local press, Melbourne Let's window and website, plus relocation contacts and of course word of mouth!
- A Melbourne Lets advertising board will then be placed outside the property.
- Viewings will then be arranged with prospective tenants and application forms provided for completion.
- Tenant applications will then be scrutinised and references from present landlord, present employer, bank statements and salary slips examined as evidence of their ability to pay the rent. Vetting of tenants is paramount to a confident letting!
- A Draft Tenancy Agreement will then be put in place to be read, amended if necessary and signed by both landlord and tenant.

