

The Letting Centre

Professional Management & Tenant Find Service

LANDLORDS

Guide to Letting



DDM Residential is the Largest Independent Sales & Letting Agency in the Region with 6 Offices.....for a Reason!

We now manage and act for over 1400 properties throughout the Region. Our service is personal, professional and competitive. We take great care to understand your individual needs and we take seriously the need to establish and maintain long and trusted relationships.

Our fees are fixed and there are no hidden extras.

RENT

One of our Regional Valuers will be pleased to visit your property and give you general advice including an indication of a market rent. For managed properties we arrange for the tenant to pay the rent monthly into our client account. You will be paid direct from this account within 14 days direct to your account. We will also prepare statements for you to send to the Inland Revenue.

DEPOSITS

From April 2006 the Government introduced new Legislation stating that agents/landlords must register with a Government



authorized scheme which involves a fee. We are registered with the TDS. With no additional cost to landlords on a fully managed service we will register your deposit. The deposit

remains with DDM Residential and subject to no disputes it is returned to the tenant at the end of the tenancy. Should a serious dispute arise, this will be dealt with by an Independent Complaints Examiner. We again stress the importance of a thorough Inventory.

TENANT

We will find a suitable tenant for your property and take up references with a credit agency. You determine if you would like Housing Benefit applicants, smokers, pets, children etc.

AGREEMENT

We will prepare a comprehensive legal agreement. An Assured Shorthold Tenancy is normally for a period of 6 months. This gives you the flexibility to re-occupy the house after giving the tenant notice for possession.

REPAIRS, RATES AND SERVICES

You are responsible for repairs to the property. For managed properties we arrange for contractors or ones nominated by you to carry out small day to day repairs. Charges will be deducted from your management account. We will always ask for instructions before commencing any large-scale repairs. The payment of water rates, council tax, gas, electricity and telephone bills are generally the responsibility of the tenant.

INVENTORY

The largest bone of contention between landlord and tenant is damage. It is used to assess cost of damage at the end of a tenancy; the importance of a good inventory cannot be stressed enough. It describes in detail and very clearly the original state of the property and contents.

We will take an inventory before the start of the tenancy. It is a professionally prepared several page document detailing the condition of the property room by room, together with a listing of the contents, noting their age, appearance and general condition. We also note the meter readings, inform the utility companies and local council tax department of a change in occupancy.

MORTGAGE ON THE PROPERTY?

We will help you obtain consent from your mortgage company to let the property if it does not have a 'buy-to-let' mortgage in place.

TAX & OVERSEAS LANDLORDS

From the total rent received in a tax year you can deduct associated costs including our fees, buildings insurance, loan interest etc. We will provide you with a monthly detailed statement as well as an annual Income & Expenditure report to help you with your self assessment. For a separate factsheet about tax please call 01724 870 870.

We act for over 200 overseas landlords. If you are an overseas landlord or in the forces and would like a more comprehensive tax service we will arrange this for you.

Building Insurance to save you ££££

Most standard home insurance policies will not provide protection for a tenanted property. We can offer a specialist policy that can also save you money. We can recommend several policies depending on what you are looking for. Some policies will: protect your rental income should the place become inhabitable due to an insured risk, protect against accidental damage, theft, malicious damage and if your property is unoccupied for up to 90 days. **Our policies are available even if you are not a client.** Ring for a quotation and more detail.

TENANT CONTENT INSURANCE

We ask that all tenants have Contents Insurance. Where possible we ask them to take out a policy with us that protects against accidental damage. This gives you peace of mind knowing that if the deposit is not enough or has been used for arrears, a claim can be made.

RENT GUARANTEE & LEGAL INSURANCE

Fact: No matter how thoroughly you check the tenant out you cannot be sure that they will be able to pay the rent in the future. Circumstances change. What if they lose their job, have an accident or suffer a marital breakup?

This cover is currently offered via FCC, (subject to a successful tenancy credit search) a specialist insurer who offers cover exclusively to the let property market. Legal costs and expenses are paid on your behalf in order to obtain vacant possession of the property.

Conditions apply. All claims are subject to an excess that will be deducted from the claim.



Most agents charge the same but offer only a fraction of our service

FEES

We offer two main services: **Both NO LET NO FEE.**

Managed Property

Our fee for managing your property is based on a fixed fee or percentage of the gross rental (subject to vat) for the duration of the tenancy. No hidden costs. For this we will:

- Find a suitable tenant
- Weekly newspaper advertising, through 6 offices and internet (www.ddmlettings.co.uk)
- Take up references with a Credit Agency
- Draw up a Tenancy Agreement
- Check the tenants in and out at the property and run through the inventory*.
- Collect the rent and pay within 14 days of receipt.
- Make regular inspections of the property and provide reports.
- Order and supervise any day to day repairs
- Provide information and help on providing tax information

Tenant Find

Our fee for finding a tenant for your property is based on a fixed fee or percentage of the gross rental (subject to vat) for the first term only. For this fee we will:

- Find a suitable tenant
- Advertise through 6 offices and internet as above
- Take up references with a Credit Agency
- Draw up a Tenancy Agreement

*In addition to the above we charge a fee for drawing up an Inventory. This fee is dependent on the size of your property but starts from as little as £80.00 including VAT. This fee will be charged at each additional check-in.



LANDLORDS BEWARE

Letting Agencies spring up every day and as many close down.

Anyone can go into business and call themselves a letting agent leading people to believe they are experts. Astonishingly, around £1 billion of U.K. tenants' deposits and landlord monies are currently unprotected. Even some local long established agencies do not have 'Client Money Protection Insurance'. An Estate & Letting agency is still a business – so what happens if they close down, go into liquidation or run away with your money?

DDM - The Letting Centre

is the only Agent to be accredited by both North East & North Lincolnshire Council. We are member of NALS & the Tenancy Dispute Service (TDS), this ensures we operate to a very strict set of procedures and hold 'Client Money Protection Insurance'. We visit each property to arrange safety checks, explain tenant rights and the rights of the letter, and provide professional all-round advice.



UNIQUE SERVICE

We are The Largest Established Independent Residential Letting Agent in the Region providing the most comprehensive service.

- Rent Guarantee & Legal Warranty available
- Payment of rents within 14 days of receipt
- Agent Transfer Service (one call to 01724 870870)
- Central Administration Team of 6 full time
- Promotion through our 6 offices across the Region
- Internet advertising (www.ddmlettings.co.uk)
- Up to date Legal and Technical information
- Latest Accounts & Management Computer System
- Landlord Updates & Newsletters
- 'To Let' Boards – No Charge
- We hold Client Monet Protection Insurance
- Local weekly newspaper advertising
- Credit cards accepted making it easier for rent payments

For further information and a free appraisal contact:

DDM - THE LETTING CENTRE:
46 Oswald Road, Scunthorpe. DN15 7PQ
01724 870 870
www.ddmlettings.co.uk

or contact your local
DDM Residential office detailed below

Recommend another Landlord and when they take out Management with DDM The Letting Centre you will receive a 2 months refund on your management fees

COMPETITIVE FEES & MATCHING

Due to the large number of our retained satisfied clients we are able to provide a Unique Service. DDM Residential are so confident of our fees and service that we will match any other fee received in writing based on a like for like service.



The Largest Independent Estate & Letting Agent in the Region

www.ddmresidential.co.uk



WE SELL HOUSES

Most Agents charge the same but offer only a fraction of our service

- Full brochure on our website by map location
- Website attracts over 35,000 visitors a month
- Family owned company and NOT a franchise
- Local enthusiastic, motivated staff
- Free Valuations & No Sale No Fee
- visit www.ddmresidential.co.uk



The Letting Centre

Professional Management & Tenant Find Service

Find out why we are the Largest Download a Guide to Letting at www.ddmresidential.co.uk

- Rent Guarantee/Legal Warranty Policies
- Buildings Insurance/Full Inventories
- Rents to your account within 14 days
- Dedicated Team of 6 people
- Specialist in overseas landlords
- Agent Transfer Service



Barton 01652 661166
Brigg 01652 653666
Cleethorpes 01472 605550
Gainsborough 01427 616161
Grimsby 01472 358671
Scunthorpe 01724 868168
Letting Centre 01724 870870
Financial 01472 360094

www.ddmresidential.co.uk

000000DDM H.O. 46 Oswald Road, Scunthorpe, DN15 7PQ