

## Managing your property and your tenants, for you

By the time your tenant moves in you may think that the hard work is over and done with, but that's not the case. Good management ensures sustained quality care for you, your property and your tenant. Helping you over the marketing and legal hurdles is one thing, looking after the day to day problems of your property is quite different!

It's not just a case of collecting the rent and dealing with everyday maintenance issues, everyone involved in the management of your property is dedicated to looking after your interests, maintaining good relationships between you and your tenant, appointing the contractors you choose, checking that works are completed to everyone's satisfaction and making sure that bills are paid on time. The benefits of sustained care and attention to detail are many, not least of these to you as a landlord are; prompt payment of the rent, respect for your property, longer tenancies and reduced void periods.



### “ Testimonials:

*"I have nothing but good things to say about your service and will definitely recommend you to others. You've been responsive, thorough and professional throughout." S. Shoaib*

"When I went to live in the US, I was going to use a local firm in St. Albans and one of my colleagues in the US told me I should use Rushbrook & Rathbone... I'm really glad I did! They do everything and are ideal for overseas landlords. They post all of your invoices etc, onto a website and all correspondence is done via email. They specialise in property management and don't actually act as letting agents - they use three local letting agents to advertise the property when it comes up for renewal. They find all contractors you need and they provide estimates etc, when stuff needs to be done and ask if you're ok with it before they commence." **Richard Hughes**

*"I have to say that you & your company have been excellent to deal with. I hope our estate agents back in Australia are as efficient, friendly and as professional towards our tenants. Rushbrook personalises the process which helps reduce the unavoidable stress normally associated with moving houses." - Thanks Brad & Nicole.*



## letting & management for you

peace of mind while you're away

**Rushbrook & Rathbone**

At the Heart of Property Management

T: 01462 420 201  
F: 01462 453 036  
E: [enquiries@rushbrookrathbone.co.uk](mailto:enquiries@rushbrookrathbone.co.uk)  
W: [www.rushbrookrathbone.co.uk](http://www.rushbrookrathbone.co.uk)

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Congratulations!  
New assignment?  
New investment?  
Decided to let.  
Suddenly you find there's  
a lot to do, but don't worry...

Rushbrook and Rathbone have been helping people in your position for over twenty years - we'll take care of all aspects to do with letting your property leaving you more time to sort out everything else.

Here's how we can help you!

We'll meet to discuss and agree your particular needs and provide you with an information pack to help you understand the formalities of letting your property. We'll appoint local letting agents to provide you with appraisals and market your property to find suitable tenants. Throughout the marketing we'll monitor progress and keep you updated.

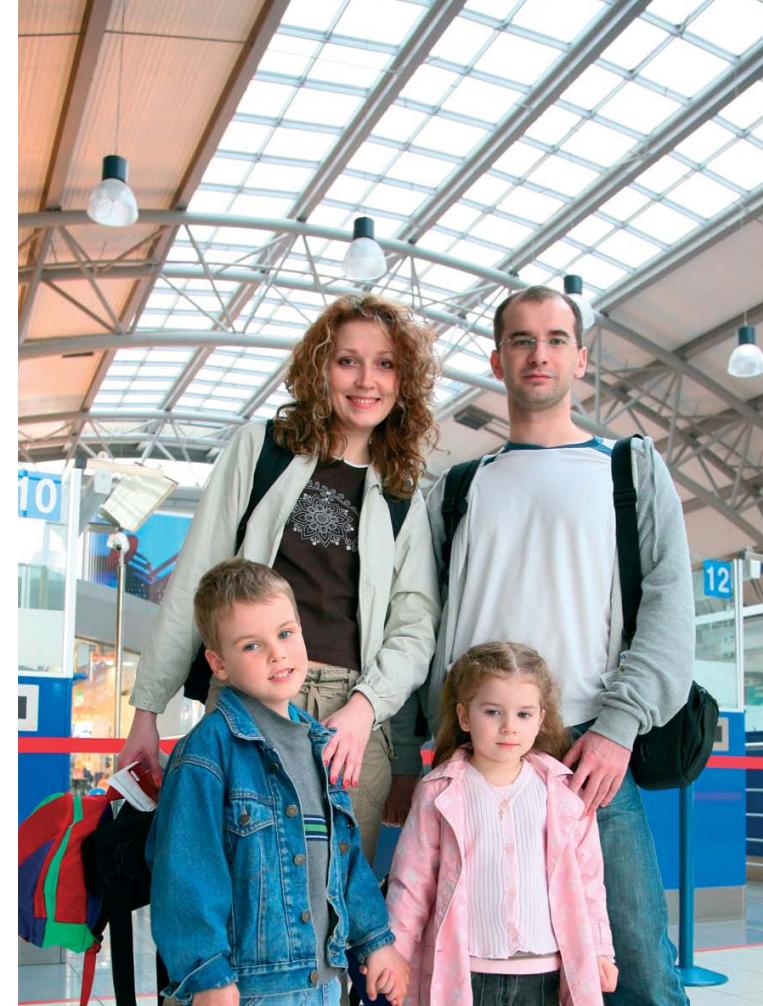


## Before any tenancy the new business team will help you by ...

- Applying to your mortgage provider for approval to let
- Informing your insurers
- Arranging a survey for an Energy Performance Certificate
- Advising you how to make the best of your property to attract the best tenants
- Appointing contractors to help you with cleaning, tidying the garden or property maintenance
- Helping you ensure that gas and electrical installations conform to current regulations
- Appointing inventory services
- Informing your local council and the utility companies
- Negotiating offers and applications for tenancy
- Referencing applicants and drawing up the legal documents
- Collecting your rental income
- Collecting and registering your tenants security deposit into the TDS
- Setting up a secure web page so you can see what's going on with your property whilst you're away

# letting & management for you

peace of mind while you're away



"Managing people  
and property is  
our business"

At the Heart of Property Management