

CHATTINGS

Established in **2001**, with **14 members of staff** wholly dedicated to **letting** properties, Chattings is renowned for being one of the area's **leading Letting Agents**. We offer a letting and management service that is second to none! Still **growing**, still **succeeding** and **letting more than ever before!**

HOW?! WE HEAR YOU ASK! HERE'S HOW WE DO IT!



PROACTIVE MARKETING

As soon as we have the legally required **Energy Performance Certificate** for your property, which we can organise **quickly and economically** for you, we will **launch** the marketing of your property in a **pro-active manner** through the following mediums:



FULL COLOUR extensive advertising in the local press



Chattings user **interactive dynamic web site** which is updated daily and dynamically from our property system



The **RIGHTMOVE** website which is also updated daily and dynamically from our property system



The **Find a Property** website which is also updated daily and dynamically from our property system



Prime Location website which is also updated daily and dynamically from our property system



Property sheets in windows of our Offices which are in **prime locations** in **Lichfield** and **Sutton Coldfield**



Eye catching TO-LET boards



Our own **tenant database** of tenants actively seeking properties is **worked daily** by the team



Frequent mail shots to well built up database of relocation agents and the area's main employers



VIEWINGS

You should meet our team! They are **talented lettings staff** with years of **experience**, always commended on their **friendliness, helpfulness and professionalism!** Open 6 days a week for accompanied viewings, this great team will be available for you! What's more, our **ARLA recognition** provides you with **peace of mind and full confidence** in the conduct of our teams.



FINDING THE RIGHT TENANT FOR YOU!

Finding the **right tenant** for your property is fundamental! We start by establishing with yourself the criteria for the sort of person you wish to occupy your property. Once we have found a suitable candidate we start the referencing procedure and thanks to the **VAST experience** that we have, our **application process is honed to perfection!** Mostly performed in house by specialist staff, we can move at the tenant's speed! The processes include:



Credit checks on all tenants



Search of public records



Search of previous/associated addresses



Search of known associates



Previous/Current landlord reference









Previous/Current employer's reference

Where necessary we request a suitable guarantor and we then perform the same checks on them.




















CHOOSE THE RIGHT SERVICE FOR YOU

If you prefer to manage the tenancy yourself then you can opt for our **LET ONLY SERVICE** and once the tenant has moved in, it's all down to you! Prior to move in however, we perform the following for you:

-  Ensure ALL gas and electricity checks have been completed
-  Prepare and sign with the tenants the tenancy agreement
-  Collect the deposit equal to one and a half month's rent
-  Send you the deposit and first month's rent (less our charges)
-  Set up the monthly Standing Order on your behalf
-  Ensure the tenant has your contact details should there be any problems

If you prefer the easier life and would like us to take all of the stress off you then for a small monthly management fee, you can opt for our **FULLY MANAGED SERVICE**, whereby our dedicated property management team will provide to you the following services:

-  Ensure all gas and electricity checks have been completed
-  Complete a digitally recorded and photographic inventory (format approved by the DPS and ARLA)
-  Read utility meters and notify utility companies
-  Notify the water board and local authorities (council tax)
-  Prepare and sign with the tenants the tenancy agreement
-  Collect the deposit equal to one and a half month's rent
-  Register the deposit with Tenant Deposit Protection scheme and fulfil all deposit legal obligations
-  Collect your **RENT WARRANTY** (subject to tenant status)
-  Carry out regular inspections to ensure your property is being well kept
-  Deal with all tenancy renewals
-  Serve any appropriate notices
-  Manage all tenant contact
-  Manage all maintenance issues
-  Ensure all gas and electricity checks are kept up to date
-  Ensure all legal requirements are met
-  Ensure the **smooth management of your investment**
-  Ensure your property is returned in good order as per the inventory (less fair wear and tear)
-  Read utility meters and inform utility companies upon departure
-  Notify the water board and local authorities upon departure (council tax)
-  Act as arbitrators in any deposit release dispute