



Unlock the potential of your property...



We hold the key to successful lettings

PMS Lettings has been established for over 20 years and provides a tailor made letting service to suit your needs. As residential lettings specialists we focus solely on lettings and management of private landlords' properties.

Our expert team is always on the move helping our prospective tenants to find the property of their dreams and find landlords the ideal tenants.

PMS Lettings' success comes from strong commitment to personal care, attention to detail and providing a professional service. We work hard to make your experience as simple and enjoyable with us as possible.

We are uncomplicated, flexible and renting through reputation, we are PMS Lettings.

Our Services

Tenant Find Only

After we have found a tenant for your property it is up to you to arrange the check in/out as well as the day to day management.

Our Tenant Find Only service includes:

- ❑ All marketing activity
- ❑ Accompanied viewings
- ❑ A thorough tenant referencing procedure
- ❑ Rent Guarantee to cover the first 6 months rent
- ❑ Arranging landlords' buildings' and limited contents' insurances (if not in place)
- ❑ Preparation of the Tenancy Agreement
- ❑ Collection of the first month's rent and deposit (please note: the deposit will need to be registered, for further information visit www.direct.gov.uk/en/tenancydeposit/index.htm or we can retain and register it on your behalf for a small fee (see terms and conditions)

Rent Collection Only

This service includes all of the Tenant Find Only service and the following additional features:

- ❑ Monthly rental statements sent/emailed to you
- ❑ Rent paid into the Landlord(s) bank account or cheque payment if requested



Full management

Takes the hassle out of letting your property. For a competitive monthly fee we will deal with any issues that may arise during the tenancy. Our fully managed service includes:

- ❑ All marketing activity
- ❑ Accompanied viewings
- ❑ A thorough tenant referencing procedure
- ❑ Rent Guarantee to cover the first 6 months
- ❑ Registering of tenants, deposits to TDS (Tenancy Deposit Scheme - www.thedisputeservice.co.uk)
- ❑ Arranging buildings' and limited contents' insurances (if not in place)
- ❑ Preparation of the Tenancy Agreement and legal notices
- ❑ Collecting and processing of monthly rents
- ❑ Monthly statements including a breakdown of income and expenditure
- ❑ Day-to-Day management of the tenancy including arranging repairs and dealing with any tenants' queries
- ❑ Periodic internal inspections
- ❑ Management of any dilapidations and tenants' deposits at the end of the tenancy
- ❑ Issuing any necessary notices
- ❑ Taking meter readings and informing the relevant utility companies

Homeminders Service

PMS Lettings offer a unique Homeminders service. Whether you are simply away, on holiday or your property is a second home, we can provide you with the peace of mind you need. Our Homeminders service includes:

- ❑ Carrying out inspections of the property as agreed
- ❑ Sorting of mail and re-direction if required
- ❑ Testing of Alarms (if required)
- ❑ Watering any household plants (please note: PMS Lettings take no responsibility should the plants die)
- ❑ Monitoring of heating systems including checking of visible pipes for leaks (where possible)
- ❑ Checking for any maintenance issues and arranging repairs where necessary
- ❑ Providing a liaison point for local police and neighbourhood watch as a key holder during working hours
- ❑ Arranging any cleaning service, garden work and provisions such as bread, milk, butter etc prior to your return

Regulations

It is very important that any property that is let complies with the following regulations. These have been introduced for tenants' safety.

The Gas Safety (Installation & Use) Regulations 1998

This regulation has been introduced to cover any gas appliance or installation in rented properties which must be checked once a year by a CORGI registered plumber and a safety certificate/report issued. A copy of the Gas Safety Certificate must be given to the tenants.

Electrical Equipment (Safety) Regulations 1994

All the electrical supply and electrical equipment supplied in a property must be safe, not cause danger and comply with standards and the requirements of the Regulations. There is no mandatory requirement to undergo testing but the obligations to ensure it is safe remain. The landlord should have all electrics (wiring, plugs and sockets etc) and electrical appliances checked before the commencement of a tenancy and regularly thereafter.

Smoke Detection - Building regulations 1991

This act makes it mandatory to fit mains-powered smoke alarms in new residential buildings – one to each floor. Whilst it is not a requirement in older properties it is recommended that you install smoke alarms in all instances.

The Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended 1989, 1993)

It is an offence to supply furniture and furnishings in the course of business which does not comply with the regulations concerning fire resistance - they must pass the 'match test'. Generally, products manufactured after March 1989, will satisfy the required standards and a label or warranty should be visible. A leaflet giving further information is available on request.

Energy Performance Certificates for Dwellings in the Social and Private Rented Sections

An Energy Performance Certificate (EPC) is required prior to a property being advertised to let. Landlords must provide an EPC certificate free of charge to prospective tenants to view and a copy must be provided to the person who takes up the tenancy. The EPC is valid for 10 years and can be re-used as many times as required within that period. Further information is available on request.

Housing Act 2004 Tenant Deposit Protection

The Housing Act 2004 has introduced a Tenants' Deposit Scheme and in the event of disputes regarding deposits at the end of tenancies, there will be a right to arbitration. We therefore recommend a Schedule of Condition report and/or an inventory is drawn up prior to the start of the tenancy. This helps avoid any confusion or misunderstanding at the end of a tenancy.

Additional Information

Schedule of Condition Report

We recommend that a Schedule of Condition Report is carried out as it is not only a summary of the general condition of the property but also will include comments and photographs. A check-in will be carried out with the in-going tenant(s) and each page signed denoting acceptance. A check-out will take place with the outgoing tenant(s) and this report can be used as back-up if ever there was a dispute.

Inventory

Should you require PMS Lettings to carry out an inventory of contents, we will make a list of items in the property and may include comments and this will be signed by the ingoing tenant(s) and a copy returned to us denoting acceptance.

Insurance

Buildings - It is the landlord's responsibility to insure the building. We would be happy to provide you with a quotation upon request and would point out that this has been designed specifically for landlords and therefore making it extremely competitive.

Contents - We recommend minimal contents' insurance is taken out by the Landlord. It is advisable to check that your insurance policy will cover the property being rented. Tenants are responsible for insuring their possessions and we also advise them to insure for accidental damage (however this is not compulsory).



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