



WARREN BRADLEY e s t a t e s

*Residential Sales • Lettings • Valuers
Mortgage Services*



Warren Bradley Estates

*One of the leading independent Estate Agents in
North West London*

www.warrenbradleyestates.co.uk

Partners: W. Trainis, B. Trainis



Warren Bradley Estates

Profile

After gaining extensive experience within the industry working for major corporate estate agency groups for a combined period of 17 years, both partners decided to open their own estate agency. The partners decided that the knowledge they had gained over many years could now be used to provide a unique and first class service direct to the general public.

Warren Bradley Estates started trading on the 1st September 1993. After almost **20 years**. The Partnership is now one of the longest established estate agencies in North West London.

The first office opened in Colindale, with our second office in Hendon opening on 3rd January 1997. Our most recent office in Edgware opened on the 2nd Jan 2003

All three offices have quickly established themselves as one of the leading agencies in each of their respective locations.

Each office has the benefit of a partner based on site, with members of staff specialising in the relevant specific areas of the business.

Warren Bradley Estates are members of the Independent Homesale Network. This network provides a referral and relocation service throughout the U.K. Our properties are instantly available to be seen from their heavily promoted web site and are also able to be accessed by other agents on the network.

The partnership has recently been voted best local agent by the Independent Homesale Network



Lettings Process

From start to finish.



Initial Visit:

Our letting service commences with an initial visit to your property by our Lettings Manager. It is at this visit that we suggest an appropriate rental figure and offer any other advice that we feel will be beneficial for you. It is also at this visit that we discuss the particular circumstances surrounding the rental of your property and the level of service required by the landlord.

Warren Bradley Estates are able to offer a wide range of services to ensure that our landlords receive the best possible package from start to finish. The services available are as follows:

Introductory Service (Finding a tenant only)

- Marketing of your property
- Showing prospective tenants around the property
- Providing the landlord with feedback for every viewing
- Discussing any possible offers with the landlord
- Obtaining references for all the tenants (Standard references are work, previous landlord and credit check)
- Arranging contracts for the tenancy
- Collect one month's rent and one month's rent as deposit
- Arrange for all future payments to be paid by Standing order
- Meet the tenant at the property to hand over the keys

Rental Collection service.

- All of the above services are included
- In addition, we collect the rent from the tenant and pass the monies direct to your bank or by other means to be agreed.

Full Management Service.

- All of the above services are included
- In addition, we look after the property on your behalf. ie attend to repairs and inspect the property at frequencies to be agreed.

Rent Guarantee Service.

- We are able to insure you against a tenant defaulting on rent & for the legal expenses in eviction. Further details are available on request.

Renewal Fees.

- This fee is taken at the end of a 6/12 Month agreement if the tenant decides to stay on for a longer period of time.

Please Note

Our fees for finding a tenant and rent guarantee are taken at the start of the agreement. However our management fees are taken on a monthly basis and are deducted from the money paid into our account. A monthly invoice will be given and the outstanding balance will be transferred into the landlords account.

How your property will be marketed

Warren Bradley Estates use the most modern and up to date advertising strategies, these include the following.

• Within 24 hours all new properties are added to the Warren Bradley Estates website this means that potential tenants are able to view your property. The Warren Bradley Estates website is also linked to all major property websites including Rightmove, findaproperty, fish4homes, primelocation, propertyfinder and thinkproperty.



- Warren Bradley Estates also advertise weekly in the local newspapers
 - We also regularly distribute leaflets throughout the local area to constantly increase our applicant database
 - At Warren Bradley Estates we have close relations to many embassies and organisations who are constantly looking for good quality properties for a long term rental in order to accommodate their overseas employees
 - Warren Bradley Estates also work closely with all local universities to offer their students suitable accommodation
 - When Warren Bradley Estates are given a new instruction the property details will immediately go into the window display of the local office.
 - Also will the landlords permission all new instructions will have a 'TO LET' board erected outside the property to attract interest from tenants living in the local area, many boards are spotted by tenants driving past.





Tenancy Deposit Protection Scheme

New legislation beginning 6th April 2007

You may or may not be aware that from the 6th April 2007 the law with regards to the deposit paid by a tenant to a landlord has changed.

A landlord can no longer just hold the deposit in their bank account it now has to be protected. In order to do this the deposit must be registered by a government approved scheme. If the deposit is not protected then the landlord will automatically have to pay the tenant a compensation of three times the amount of deposit.

A deposit can be protected in three ways:

1. The landlord can give Warren Bradley Estates permission to hold their deposit as we are fully registered with one of the Government approved schemes. However there is a small charge for this service, the charge is £50.00 + VAT.
2. Another option available to a landlord is they are able to register themselves on an approved scheme but must first check if they meet the criteria set out by the government. If a landlord is able to do this then they would not have to pay us a fee however they will have to subscribe to the scheme at a cost of about £200 and then pay for each deposit received to be protected at a cost of around £50 however they would be able to keep their deposit in their own bank account.
3. The last option is a 'custodial scheme'. The deposit is sent to the scheme. No interest is payable and no fees are charged. The administration of the scheme is out of all of our hands, and delays in dealing with the deposits have caused friction between landlords and tenants.

All the schemes offer a free arbitration service in the event of a dispute.

If you require any further information regarding the above, a good source of information is the Government's own website. www.direct.gov.uk

Inventory Service

Offered by Warren Bradley Estates



As stated before an inventory is a very detailed and thorough report of the internal condition of a property and can sometimes be used in court to provide an answer to a disagreement between a landlord and tenant.

Therefore producing an inventory in the correct way is a vital piece of security for a landlord and a tenant. Gone are the days where a scruffy piece of paper with hand written notes would be classed as an inventory because it now would be classed as 'not worth the paper its written on' which in fact is very true.

An inventory should include the following:

- *Description of every single room, from master bedroom to small cupboard. This would include walls, floors, lights, plugs, colour, paint condition, furniture and other fittings.*
- *Photographs of any thing that is relevant, ie, mark on wall, stain on carpet, crack in flooring.*
- *Meter reading for all utilities.*
- *As part of our full check in service we are able to act on your behalf and inform the utility companies of the tenants details.*

How much does an Inventory cost

<u>Type of property</u>	<u>Cost</u>	<u>Express Service Within 24 Hours</u>
Studio	£75.00	£85.00
1 Bedroom	£100.00	£110.00
2 Bedrooms	£125.00	£135.00
3 Bedrooms	£150.00	£165.00
4 Bedrooms	£175.00	£190.00
5 Bedrooms	£200.00	£225.00
Larger Properties	To be confirmed	To be confirmed

All of the above prices are exclusive of VAT

EPC's - What are they and do I need one ?

If you are a landlord and you wish to rent out your property then the short answer is, **YES you do.**

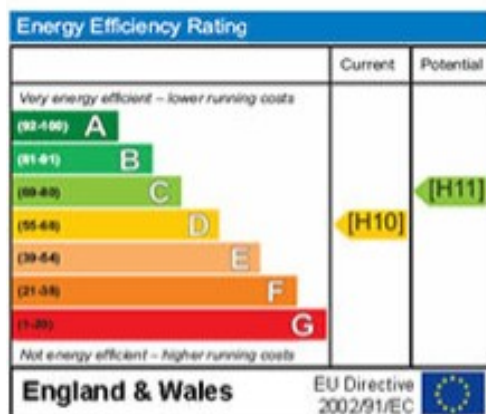
From 1st October 2008, European Legislation requires all properties marketed for lettings within England and Wales to have a valid Energy Performance Certificate (EPC) which forms part of a general Energy Assessment carried out on the property.

Marketing for letting without a valid EPC is now an offence and can attract heavy fines and punishments from Trading Standards both for the Landlord and Letting Agent. Therefore, your agents will not market without an EPC.

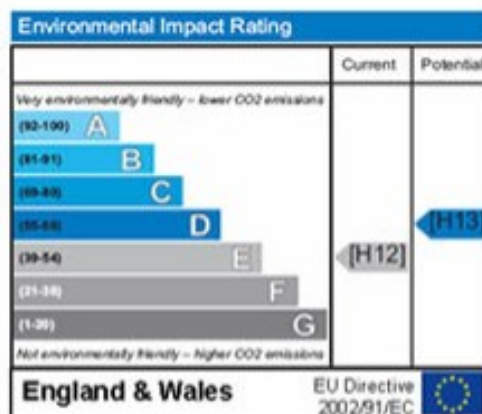
The assessment takes into account the age of the property, construction type, loft and wall insulation, window type, the heating system and controls and even whether or not the property has any low energy lighting.

At the end of the assessment the property is graded and a report and certificate like this one below is produced. The report also sets out the approximate running costs of the property and general advice on how to improve energy efficiency.

The EPC, for lettings purposes, has a lifespan of up to ten years. Warren Bradley Estates have outsourcing arrangements with reputable EPC companies and will be more than happy to arrange one for you.



The energy efficiency rating is a measure of the overall efficiency of a home. The higher the rating the more energy efficient the home is and the lower the fuel bills will be.



The environmental impact rating is a measure of a home's impact on the environment in terms of carbon dioxide (CO₂) emissions. The higher the rating the less impact it has on the environment.



The next step

If you are happy with the valuation and terms set out by us on your consultation the next step is to instruct us.

In order to do this you must complete and return a Lettings Marketing Agreement which should have been given to you during your consultation. This will simply state the asking price for the property and the fees that you have agreed with us.

If you have any further queries please do not hesitate to contact us.

I would like to take this opportunity to thank you for choosing Warren Bradley Estates and hope that this will be the beginning of a long and fruitful business relationship.

Yours sincerely,

Lettings & Management Dept
Warren Bradley Estates.