

CITYLETS (LIVERPOOL) LIMITED

TERMS OF BUSINESS

‘Website only advertising’ – Tenants will be sourced via using our website only. Landlords are required to provide a key for the property, email a property description with photograph and we will undertake viewings as and when required. If we find a tenant then the conditions under ‘we find them’ will apply and we will charge 1 months rent. If the Landlord finds there own tenant we just return the key.

‘We find them!’ – Tenants will be sourced via the database, advertising and then strictly vetted. Citylets will prepare the lease agreement and inventory. We will advise the utility suppliers of the commencement of the tenancy with meter readings. Tenant information will be passed onto the Local Authority for Council Tax purposes. Citylets will bank advance rent and deposit and then transfer to the Landlord bank account less fees. Two copies of the lease agreement and the inventory will be provided. Citylets will set up a direct standing order mandate between the tenant and the Landlord. For overseas Landlords, Citylets will ensure the appropriate income tax documents are in place. This service has one single fixed fee.

‘The Management Service (standard)’ – All the above services will be included. Citylets will hold copies of the lease agreement and inventory on your behalf. In addition, Citylets will manage the rental payment and receipts of the tenancy and will ensure appropriate direct debit mandates are in place. In the unlikely event of any arrears the tenant will be pursued in a professional manner, including issuing the relevant correspondence and documents. Citylets will also undertake regular inspections to the property and complete a final inspection report for the Landlord when the tenancy comes to an end. Citylets will inform utility suppliers and Local council that the tenancy has terminated. Citylets will ensure any damage beyond normal wear and tear to the property is charged to the tenant. In consultation with you Citylets will issue instructions on your behalf for maintenance to the property, ensuring that contractors are directed and work is completed, including emergency call out, in a professional manner. This service will ensure your property will be maintained to a good standard throughout the management. In addition, Citylets will provide quotes and approved contractors for property improvements at an economical price to the Landlord. This service is available at a discounted rate of 15%.

‘The Management Service (premier)’ – Includes all the above with the extra benefit of premier advertising to source the best tenant for your property.