



**BROADGATE**  
• LETTINGS •

## **Our Services**

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At Broadgate Lettings we provide our clients with a hands-on service when looking after their rental properties. Whether you need a full property management service or a simple tenant-find package, we can select the right tenant for you.

### **Finding you a tenant**

Once we advertise your property, we field enquiries and pre-qualify applicants before organising a viewing. We always attend viewings in person to show potential tenants around your property and answer any questions they may have. We then carry out comprehensive referencing checks on all applicants to ensure a good tenant is found.

### **Ongoing property visits**

With a full management service, we will visit your property twice a year and provide you with a written report so that you are always up to speed. These reports will help you get a better understanding of any wear and tear and we can advise on works or improvements that may be required in the near future. This will ensure your property is well maintained and kept to a good standard for maximising rent.

### **In touch with your tenants**

Having your property managed by us means that we are the first point of contact for tenants and we can ensure they get help when they really need it. Should there be a problem - big or small - we have the best contractors on hand to put things right.

### **Keeping your property let**

When it's time for your tenants to vacate we can be there to manage the process. By giving your tenants advice and providing them with a list of reliable contractors and cleaners, we aim to get your property turned around quickly and without fuss, ready for your next tenancy.

### **Keep it legal!**

The rental market has seen many changes over the last couple of years and more legislative changes are still to come. Failure to carry out the right checks and procedures can often lead to heavy fines and even prosecution.

Broadgate Lettings can ensure your property is compliant with current legislation. We can organise your annual gas safety inspections (CP12), periodic electrical safety certificates (EICR) as required, and advise on carbon monoxide and smoke alarms. We can also advise on ever-changing legislation such as energy performance certification (EPC) and tenants' "Right to Rent" checks to keep your property legally lettable.

### **Your peace of mind...**

Make sure your agent is fully qualified and accredited. Broadgate Lettings is proud to be a member of ARLA and holds Client Money Protection (CMP) insurance through Propertymark. Broadgate Lettings is also a member of The Property Ombudsman (TPO) redress scheme.

### **Service packages and fees**

Whether you want a fully managed service or just a tenant for a property you manage yourself, check out our website to see our packages and competitive fees, or call us for more information.