

## **DUNLOP GROUP RENTALS – PROCEDURES & FEES EXPLAINED**

Dunlop Group Rentals offers two services to Landlords :-

- Letting Only Service
- Full Letting & Management Service

### **LETTING ONLY SERVICE**

This is a service offered to Landlords who decide to look after their own property once it has been let. If you prefer to have involvement in dealing with your tenant once they take the property over this service would be suitable for you. Dunlop Group Rentals would :-

- Advise as to the likely rental income
- Advertise and generally market the property. This would include listing the property on the website and free To Let sign etc.
- Accompany prospective tenants to view the property
- Carry out bank reference on the applicant and the guarantor
- Prepare the tenancy agreement
- Take the first month's rent in advance along with the security deposit

Our letting fee in connection with the above is 5% of the annual rent plus VAT (Minimum fee £100 plus VAT). This is paid every time a tenant is secured for the property.

NOTE : There is an option for us to prepare an inventory / condition report if requested – details on application. We can also give guidance for Landlords to prepare their own.

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### **FULL LETTING AND MANAGEMENT SERVICE**

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For those Landlords that prefer us to have day-to day control over the renting of their property Dunlop Group Rentals offer a full letting and management service. Dunlop Group Rentals would

- Advise as to the likely rental income
- Advertise and generally market the property. This would include listing the property on the website and free To Let sign etc.
- Accompany prospective tenants to view the property
- Carry out bank reference on the applicant and the guarantor
- Prepare the tenancy agreement
- Take the first month's rent in advance along with the security deposit
- Collect the rent on a monthly basis
- Process rental payments through to landlord ( less our management fee ) along with rental statement every month
- Deal with Housing Executive payments where applicable
- Deal with complaints / problems that the tenants have with the property
- Contact contractors regarding repairs to the property
- Inspect property once it has been vacated

Our management fee in connection with the above would be 7.5% ( for unfurnished ) or 10% ( for furnished ) of the monthly rent plus VAT.

NOTE : There is an option for us to prepare an inventory / condition report if requested – details on application. We can also give guidance for Landlords to prepare their own.

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