

The following is an information pack, including details about Langford Limited and the services we offer. Our aim is to provide a high quality, competitive, friendly service to all our Landlords. Being Members of the Eastern Landlords Association (ELA) and Simon Codling being a member of the Residential Letting Agents (ARLA) we promote professionalism in the industry.

Langford Limited is a small family run company located in a prestige area of Norwich. With low overheads we offer exceptionally competitive prices, keeping your costs down.

In the age of internet advertising we promote all properties through the property search website 'primelocation.com', along with our advertising `TO LET' boards and our local knowledge and contacts, we are highly successful in finding the right tenants.

After looking through the information pack, please call us on Tel. 01603 492923 and we can arrange an appointment to visit your property for a full rent appraisal, which is provided in writing for yourself and lenders.

We look forward to hearing from you

Yours sincerely

Simon Codling (MARLA)
Company Director

RESIDENTIAL LETTINGS

&

PROPERTY MANAGEMENT

Details of services provided by
LANGFORD LIMITED

ABOUT US

Langford Limited is a small family run Letting Company, based in the heart of Norwich.

Simon Codling has now been successfully letting properties over the last 10 years and has gained a wealth of experience in the area of property management and letting.

The company believes in providing a professional, honest and personal service. Acting in the best interests of our clients and achieving consistent market rents and effective management.

Mr & Mrs Codling both play an active part in the general day-to-day running of the business, assisted by the Lettings Manager Mandy Gostling.

Our office opening times are as follows:

Monday - Friday 9:00am to 6:00pm Saturday 9:00am to 1:00pm

Contact Details:

Office Telephone/Fax: (01603) 492923 Email:
letting@langfordgroup.co.uk

SERVICES PROVIDED

- ◆ Full Management Service
- ◆ Tenant Only Finding Service
- ◆ Let or Management only
- ◆ Full FREE Rental Appraisal
- ◆ Coloured Letting Particulars and Advertisements
- ◆ Advertisement of Property on Rightmove Website
- ◆ Full Reference Service -Landlord, Employment, Credit Checks
- ◆ Quarterly Inspections
- ◆ Detailed Inventories
- ◆ Compliance with all Gas, Furniture and Appliance Regulations
- ◆ Repairs and Maintenance

Finding the right tenant for a property can be difficult. Langford Limited will first visit your property to advise you on the potential rental value, prepare particulars, and advertise the property on Rightmove (the top UK property website), on our own website and in the local press. Accompany prospective tenants to view, negotiate the letting and complete all necessary paperwork for full tenant reference checks, prepare the inventory and tenancy agreement.

However as well as finding a tenant, Langford Limited also offer a full management service, which means we will become the first point of contact for the tenant and manage the property on behalf of the landlord.

Bi-monthly, an inspection will be carried out to ensure the tenant is looking after the property and to check if any maintenance issues need to be raised.

Should there be any problems with the property, plumbing, electrical etc, we will arrange for the repairs to be carried out by one of our registered engineers.

An inventory will be issued with the tenancy agreement, this describes the condition and contents of the property at the start of the tenancy and how we expect the property to be left at the end. Failure to do so may result in deductions from tenant's deposit. However general wear and tear will always be taken into consideration.

REGULATIONS

Gas Appliances

All gas appliances must be checked on an annual basis to check for Carbon Monoxide emissions and the general safety of the appliances. This includes central heating boilers, domestic hot water heaters, gas fires and cookers. A Landlords Gas Safety Certificate must be obtained and issued by a registered Corgi engineer.

Electrical Fittings and Appliances

All electrical fittings and appliances must be tested to ensure they are safe to use and no risk of injury to anyone. We also suggest you arrange for an Electrical Inspection to be carried out at the property by an approved contractor.

Furniture

In any furnished property anything that is upholstered or has as a filling, such as mattresses, pillows, cushions etc. must pass the cigarette and match tests. Various labels will describe the level of compliance with the tests. If no labeling is to be found, you should assume that this must not comply and should be removed from the property immediately. Any piece of furniture made from 1st March 1990 should have been manufactured to the above standards.

General Safety

The Landlord has a duty of care for the tenant, so anything that is left for the tenant must be safe to use.

MANAGEMENT CHARGES

Finding Tenant and preparing Agreements (first months management fee included when we continue to manage property)	Sole Agency £395.00 Multi Agency £495.00
Let only, no management	Sole Agency £395.00 Multi Agency £495.00
Monthly Management Fee	Fixed Fee £50.00
Tenants Processing Fee	First Tenant £80.00 and £40.00 for every additional tenant
Re-Letting Fee	Fixed Fee £100.00

All prices are as stated and are fully inclusive

There is **NO VAT** to pay on our prices