



EASYLET'S GUIDE TO RENTING YOUR PROPERTY IN 10 STEPS

Online



The first step is to get your property online! Easylet can have your property uploaded on our letting portals within 24 hours of your instruction. We always suggest uploading your property around 6 weeks before the property will be ready as any potential tenant will likely have to give 4 weeks notice on their property before they can move.

1

2

We can commence viewings within 24 hours of the property being uploaded. We also do viewings up to 7pm in the evening along with weekends and bank holidays. Vital if you're looking for a professional tenant who works full time.

Viewings



3

Applications



Once we have received an application we will begin the referencing process. This takes around 3 days and includes checks such as; previous landlord check, employment check, right to rent check, credit check and affordability check.

4

Once the applicant has passed referencing we will schedule a date for moving, usually between 1 and 4 weeks. At this point we will also take a holding deposit, legally this can only be a maximum of 1 weeks rent.

Dates



5

Certificates



There are three main certificates that you will need to obtain before a property can legally be rented out. These are; Gas Certificate, EIRC Certificate and EPC Certificate. These last for 1 year, 5 years and 10 years respectively and cost between £65 and £120.

6

Inventory

Around 4 days before the move-in we will arrange to come to the property to take photos for the inventory. This consists of around 40 photos and lists the condition and contents of the property. We will also check that both smoke alarms and CO alarms are fully functioning along with taking meter readings



Documents



It is vital that all documentation is done correctly and given to the tenant at the start of the tenancy, otherwise it can make it difficult if the tenant needs to be evicted. Our tenancy move-in pack contains all documents that must be served to the tenant such as the How To Rent Guide and Prescribed information.

7

8

Move-In

Finally we arrive at the move-in day! We will arrange to meet the tenant at the office to sign all documents, pay the remaining deposit amount and first months rent. We will also issue all legal documents and register the tenant with utility companies and council tax.



Inspections



Under our full management package Easylet will inspect the property within 3 months of the start date. We will generate an inspection report which highlights any maintenance issues or heavy wear and tear.

9

10

Maintenance

Easylets full management package also includes an emergency maintenance service. We have plumbers, joiners, electricians and handymen on call 24 hours a day to resolve all maintenance issues.



If you would like any more details about our service or have any questions about renting your property, don't hesitate to contact us on 01925 633011 or info@easyletresidential.co.uk