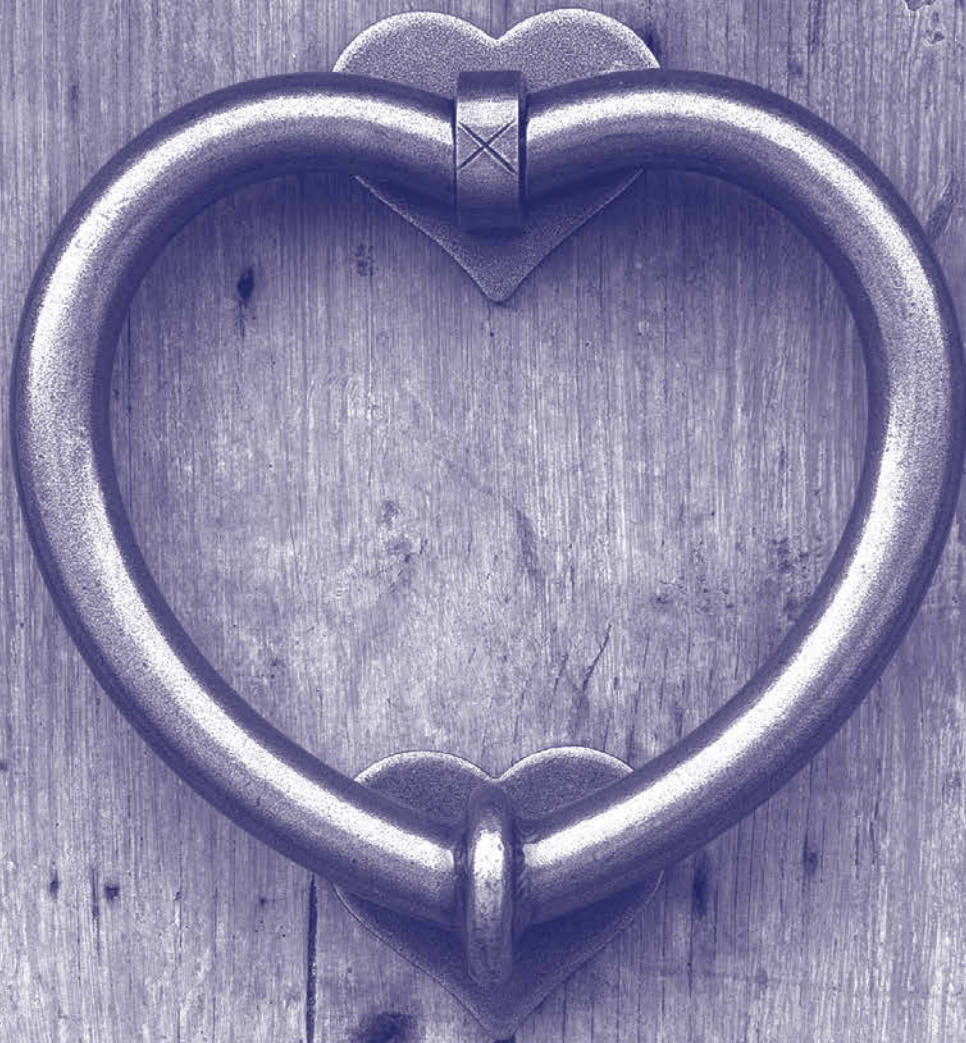


BRIEN  FIRMIN



INDEPENDENT ESTATE AGENTS

Letting Services

LETTING services



We have a choice of services available to you. Details of which we provide below. Please read these details in conjunction with our full terms and conditions, our lettings fees schedule, and services offered handout sheet prior to advising us of your requirements:

LET ONLY SERVICE

We shall market the property for letting at our office, web site and on the major property portals together with specialist rental web sites. When we have found a suitable tenant and they have been accepted by you they will be referenced and approved by our professional external referencing company. Once they have passed the necessary checks we deal with all the paperwork, including tenancy agreements and statutory notices and collect the first months rent and deposit in advance. Once completed the management of the tenancy will be handed over to you. Our fee invoice is payable in full at the commencement of the tenancy. Please see our fee schedule for details.

LET AND RENT COLLECTION

Includes all the services detailed above in our let only service plus we will collect all future rent. Once we have received clear funds from the tenant we aim to transfer any money to you within five working days. Our fee invoice is payable in full at the commencement of the tenancy. Please see our fee schedule for details.

LET AND TENANCY MANAGEMENT SERVICE







































We also operate a tenancy management service on your behalf which will include all necessary paperwork, references, collection of all rent as above, together with regular inspections and liaison with yourself and the tenants in respect of minor repairs and

breakdowns. We will additionally undertake to inform the relevant local authority, water company, electricity and gas suppliers of the new tenants details. This service also includes a free rent guarantee insurance policy for the first period of any tenancy up to a maximum of 12 months, including legal expenses cover, subject to Terms and Conditions. We shall also serve a Section 21 Notice two months prior to termination of the tenancy agreement. Our fees will be payable in full at the commencement of the tenancy. If the tenants should renew the Shorthold Tenancy Agreement our fees will again be due on the same basis for the extension period.

BUILDING MANAGEMENT SERVICE

Our building management service is available on a job by job basis. If you would like us to manage more comprehensive buildings repairs and maintenance, we can do so on your behalf. For example, we can obtain estimates and deal with redecorations and refurbishments, insurance claims and repairs, joint repairs with neighbours and leaseholders. We recommend that landlords contact Brien Firmin to discuss whether any planned works to the property fall into our building management service.

Should you wish to discuss this matter further, please do not hesitate to contact us. We look forward to hearing from you.

SERVICES OFFERED:	LET ONLY	LETTINGS AND RENT COLLECTION	LET AND TENANCY MANAGEMENT	BUILDING MANAGEMENT
Photography and colour details				
Internet marketing and advertising				
Find a tenant				
Full referencing via credit agency				
Provide all signed tenancy paperwork				
Organise gas safety inspection				
Organise electrical safety inspection				
Collect rent				
Meter readings and utilities transfer				
Register deposit				
Pay bills on your behalf from rent				
Arrange minor repairs and breakdown repairs via our contractors				
Inspect the property twice annually				
Manage the check out process				
Deal with deposit returns				
Provide key holder service				
Provide annual expense and income statements				
Obtain estimate & supervise redecoration and refurbishments				
Obtain estimates & deal with insurance claims and repairs				
Obtain estimates & organise exterior repairs and maintenance (including garden works)				
Deal with and liaise with neighbour repairs				
Deal with and liaise with managing agents repairs				
Deal with Landlords own contractors and suppliers (including service contracts)				
Deal with pest and vermin infestation contractors				

The above must be read in conjunction with our terms of business. Brien Firmin do not provide warranties or guarantees for repairs carried out. All repairs beyond the tenant's responsibility are at the landlord's expense. Brien Firmin do not provide inventories, these are available via a professional provider at additional cost (quotes available at request)



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