

# Lettings Brochure

Our fees and Services



# A KNOWLEDGE-DRIVEN APPROACH TO PROPERTY FROM AN INDEPENDENTLY MINDED AGENT



## About Huntleys

Huntleys is a genuinely independent, Loughborough based, lettings specialist.

Following the sale of the larger Charnwood based agencies to national chains, a space in the market appeared for a new, credible and locally run letting agency. Huntleys is built on the idea that lettings agents could do a lot better. They only operate in Charnwood and their practices are tailored accordingly.

Huntleys is the only Loughborough based, professional lettings specialist to be members of the Association of Residential Letting Agents (ARLA). ARLA is the lettings industry's self-regulating body. All our staff are qualified members, ensuring you always get to deal with an experienced professional.

## Philosophy

We are here to provide a straightforward, ethical and innovative letting service in a professional environment with a team that is both committed and caring. We are in this for the long run. We want people to be able to trust us so they come back to us time and time again. Andrew Huntley lives in Loughborough and has given the business his name to show he cares about its reputation.

We are members of both the Association of Residential Letting Agents and the Deposit Protection Scheme. We also subscribe to the Property Ombudsman redress scheme. So, you can be assured that you have more than just your local agent behind you.



## Service levels

Tenant find £300 +VAT (£360 including VAT)	Rent collection £200 Setup and 4% +VAT (£240 Setup & 4.8% including VAT)	Full Management £200 Setup and 6% +VAT (£240 Setup & 7.2% including VAT)
Full marketing campaign inc Floorplans	Everything covered by our tenant find service +	Everything covered by our rent collection service +
Prequalification of applicants	Register the Tenant's deposit	Inventory & Condition Report
Conduct viewing and provide feedback	Collect and process all rent payments	Quartley property visits
Negotiate the best price for you	Contact the tenant regarding any rent arrears	Manage maintenance requests
Provide you with a quality referencing report	Notify you when a tenant doesn't pay	No mark-up on contractor's invoices
Produce a comprehensive tenancy agreement	Produce and email monthly statements	Manage any statutory safety checks
Set up a standing order	Produce annual summaries of account	Serve any required notices
Secure funds and handover keys		Conduct a checkout inspection
Switch the Council tax and Utilities liability		Negotiate any deposit deductions

## Key features



### TEXT UPDATES

We can text you each time we book a viewing for your property. This keeps you informed without interrupting your day. Of course, this is only if you want them.



### SIGN DOCUMENTS ONLINE

Ready when you are and without wasting paper. This dramatically speeds up the lettings process and dispenses with additional visits to the branch.



### UTILITY MANAGEMENT

Our preferred supplier manages utility liability and writes off void period bills for landlords. For tenants, they are better than the big six and offer a price guarantee.



### CARD PAYMENTS

Tenants can make their payments in-branch, online or over the phone, reducing the chance of both delayed move-ins and rent arrears.



### ONLINE STATEMENTS

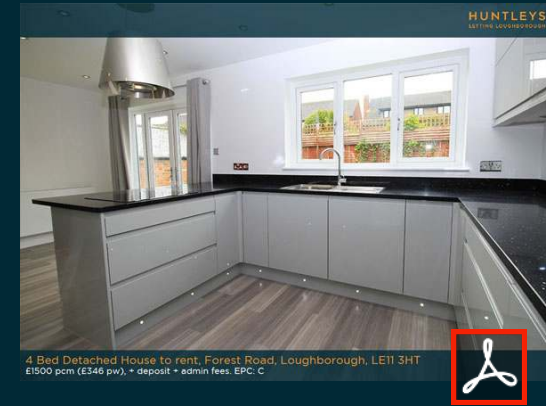
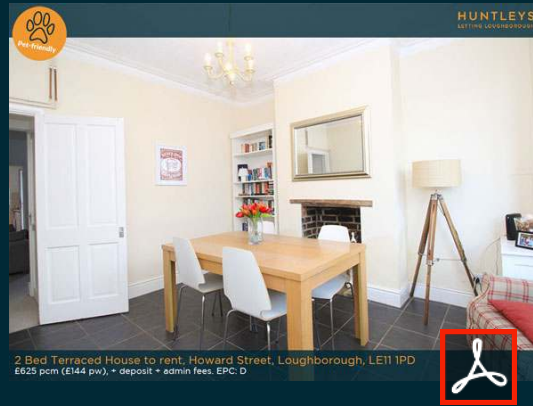
Both monthly statements as well as annual summaries of income and expenditure are available by email and via our secure landlord portal anytime.



### ANNUAL RENT REVIEWS

We'll check that you are getting the best rent you can for your property each year. Balancing good tenant retention with a fair price.

## Our work



Design and marketing are at the heart of our approach. With the great majority of people now looking for property online we can get our clients' properties in front of as many people as the largest national agents. Where we differ is in the quality of our work. We create stunning digital particulars which highlight the individual attributes of every property we market. We then make full use of PR, social media and conventional print to expose properties to the right audience.

## Our reach

- Largest window display in Loughborough dedicated to lettings.
- High footfall, centrally located Loughborough offices.
- Over 97% of all online property searches covered with the top performing portals.
- Award winning 'Mobile first' website [Huntleys.net](http://Huntleys.net).
- Extensive database of actively looking tenants.

## The portals

**Zoopla**  
Smarter property search

**rightmove**  
find your happy

**PrimeLocation.com**  
Find your dream home



## Contact us



**CALL: 01509 320 320**

It's the quickest way to reach us and you won't have to pit yourself against a robot to get through.



**VISIT US**

You'll find us at 7 Biggin Street, Loughborough, LE11 1UA. Just yards from the town centre, between the Rushes and Market Place.



**EMAIL**

If we are closed for the day send an email to [Let@Huntleys.net](mailto:Let@Huntleys.net) and we'll respond as soon as we can. Always within 24 hours.

