

TOWNSENDS

SALES LETTINGS MANAGEMENT

25 Maxwell Road
Northwood
Middlesex
HA6 2XY

Tel: (01923) 822344
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Mini Steps
C/o Ms R Stapleton
150 Joel Street
Northwood Hills
Middlesex
HA6

1st February 2017

Dear Ruth,

Re: First Floor Accommodation above Mini Steps Nursery

Thank you for inviting Townsends to value your above property for letting/management purposes. As agreed, I am pleased to set our recommendations with regard to the asking price and the general marketing approach.

Having fully considered the local market activity and taking into account all aspects of your property, together with its general condition and location, we would recommend placing the property, in the current market, at an asking rent of between £950.00 and £1000.00 per calendar month.

However the property would need to have certain changes in terms of a separate access for privacy of the tenant and security for occupants of Mini Steps Nursery. I also feel that whilst there is always a need for accommodation we would not be able to guarantee a tenant past the referencing and checks carried out by our referencing company FCC Paragon. This needs to be taken into account when making changes to the property.

If you do decide to go ahead with the refurbishment of the first floor at 150 Joel Street, we would be happy to help try to find a suitable tenant for you.

Townsends have the experience and expertise to guide you through the whole lettings process from advising you on how to best present your property to maximising rent, finding a suitable Tenant and Managing the Tenancy if required.

The 3 services we offer are;

Established in Northwood since 1983

Townsends (Northwood) Ltd. Registered in England No. 9875800 Registered Address: 1a Eddystone Road, Wadebridge, Cornwall PL27 7AL

Let Only

Firstly finding a suitable tenant; we take photos and measurements for a floor plan. As soon as possible the details are uploaded onto Rightmove, Prime Location and Zoopla as well as being advertised in local publications. However before marketing commences an Energy Performance Certificate must be carried out which we can arrange for a charge of £45.

References are carried out by FCC Paragon who provide a full comprehensive service including credit and right to rent checks. The completed references will be e-mailed to you for authorisation before finally drawing up our ARLA regulated Assured Shorthold Tenancy Agreement and arranging an inventory and check in.

Before a tenant moves in a gas safety inspection is legally required and Electrical Safety Inspection advisable. You are also required to provide smoke detectors and carbon monoxide alarms for safety.

We collect the first month's rent which will be paid to you minus our commission and any other services we have paid for on your behalf. We also take a minimum deposit of 6 weeks, which we register within the Deposit Protection Scheme. Tenants are advised to start paying the rent into your account from the second month and given your contact details for all future issues.

Rent Collection

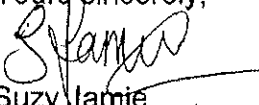
This incorporates all the services provided in Let Only above plus the rent being collected by us and paid into the landlords account minus our monthly fee.

Full Management Service

This incorporates all the services provided in Let Only above plus rent collection, arranging annual Gas Safety Inspections and dealing with the day to day issues involved with maintenance of your property. This fee is also collected on a monthly basis.

If you require any further information please do not hesitate to contact me and we hope to hear from you soon.

Yours sincerely,


Suzy Jamie
TOWNSENDS