



## Why do Landlords employ us?

Letting your property can be a complex and time consuming process that has stringent legal requirements. Robinson & Hall are able to offer advice throughout the whole letting process and have access to a wide range of potential tenants.

We realise that we are entrusted with our clients' most valuable assets: their property. We concentrate on finding the right tenants who will look after your property to a high standard and pay the rent on a regular basis. We ensure that your property is expertly looked after and any necessary repairs are timely and cost effective. We are members of the Royal Institution of Chartered Surveyors (RICS) and the Association of Residential Lettings Agents (ARLA) which gives you peace of mind. We are also members of the Tenancy Deposit Scheme and can deal with end of tenancy negotiations on your behalf.

Over many years we have developed a reputation of excellent customer service, accuracy and attention to detail when selecting tenants. We have acquired a wealth of experience that allows us to offer our clients the very best advice during tenant selection and management of their property.



## How do we find good quality tenants?

We have a reputation for finding good quality long-term tenants. To achieve this, we carry out professional reference checks on potential tenants and arrange meetings so that we can hand pick the preferred tenant. Experience has shown that if we carry out a detailed screening process at this stage, then problems at a later date are few and far between. If problems do arise, our staff are trained to deal with them quickly and efficiently to minimise any inconvenience to the landlord.

## Property Purchase Advice

If you are looking to buy an investment property then please contact us for advice on values and yields. We can offer a range of assistance from advice on location and property types to a full purchasing service, including finding a suitable property, negotiating on your behalf and overseeing the process to completion. We can also oversee property refurbishment; we know what tenants are looking for, so that you don't spend money unnecessarily. Our on-site planning department is always keen to advise on new projects.



**We have a waiting list of people looking for rented property**

sales    lettings    auctions    commercial    rural    planning & development    building    surveying

Bedford 01234 351000  
 Ipswich 01473 835251  
 Colchester 01206 931506  
 Buckingham 01296 752000



+ We recognise that our clients have individual requirements which is why we offer a bespoke service so that our landlords can choose the package which suits them best. Unlike some agents, we do not make your property fit into a standard template. Instead, we carefully tailor our agreements to your property and your circumstances.

experienced landlords, charities and trusts, portfolio-holders and investment companies.

+ This schedule is designed to give you some indication of the range of services we offer our clients, but we will agree specific terms for your property when we meet you.

+ We cater for all types of landlord, from first-time investors and owner-occupiers letting their home for the first time, to

	LET ONLY	FULL MANAGEMENT	OVERSEAS LANDLORDS
Preparation and circulation of full-colour particulars	✓	✓	✓
Marketing your property using our extensive mailing list of potential tenants	✓	✓	✓
Comprehensive advertising in the local press	✓	✓	✓
Full details on websites including Robinson & Hall and Rightmove	✓	✓	✓
Accompanying prospective tenants to view the property	✓	✓	✓
Receiving applications from tenants	✓	✓	✓
Professional referencing service through Homelet to include credit checks	✓	✓	✓
Agreeing tenancy terms	✓	✓	✓
Preparing a written tenancy agreement	✓	✓	✓
Collecting the initial rent and deposit	✓	✓	✓
Notifying all service providers of the change of occupation	✓	✓	✓
Collection of rent and other payments due from the tenant	●	✓	✓
Accounting to you with payments made directly into your bank account	●	✓	✓
Dealing with all other day-to-day issues that may arise throughout the period of the tenancy	●	✓	✓
Dealing with any rent increase or lease renewals with the same tenant on your behalf	●	✓	✓
Arranging the annual electrical safety checks for the property, if required	●	✓	✓
Arranging the annual Landlord's Gas Safety Certificate and Annual Boiler Servicing	●	✓	✓
Dealing with end of tenancy matters in line with the Tenancy Deposit Scheme	●	✓	✓
Routine maintenance and minor repairs	●	✓	✓
Non-Resident Landlord Tax Returns	●	●	✓

For further information please contact:

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