



Guide to Letting Your Property

Feeling stressed about your property sitting empty?

Maximise your return by securing a reliable tenant at the best possible rent — while ensuring your property remains fully compliant with current legislation.

Here's how Northgates Letting Agency supports you:



Realistic Market Appraisal

Our aim is to let your property at the best price in the shortest time.

We carry out regular rental appraisals, giving us real-time insight into the local market. This allows us to achieve strong rental values across our managed portfolio.

 Call us on **01493 855426** to arrange your free appraisal.



Choosing the Right Letting Agent

When selecting a letting agent, consider:

- Local knowledge and presence
- Marketing reach and exposure
- Availability for viewings
- Compliance expertise

Northgates combines all of these, with a strong high street presence and proactive approach to marketing and tenant sourcing.

We are members of:

- The Property Redress Scheme (PRS)
- Client Money Protect (CMP)

Giving you confidence that your property is handled professionally and your funds are protected.



Compliance & Legal Responsibilities

Recent changes under the Renters' Rights Act have significantly reformed the private rental sector.

We ensure your property remains compliant by:

- Providing required documentation to tenants, including the Renters' Rights Information Sheet
- Managing tenancies in line with periodic tenancy requirements
- Handling rent increases in accordance with legal procedures
- Maintaining full records and audit trails
- Advising on possession using appropriate legal grounds

Our role is to simplify the process and protect you from potential legal and financial risks.



Property Management

Property management plays a key role in maintaining long-term rental income.

Our fully managed service includes:

- Rent collection
- Maintenance and repairs
- Tenant communication
- Compliance management
- Property inspections

Tenants increasingly prefer professionally managed homes, helping to attract and retain reliable tenants.



Presenting Your Property

Presentation is key.

Ensure your property is clean, well-maintained, and ready for viewings. Small improvements such as fresh paint can significantly increase appeal.

We provide professional photography and high-quality listings as standard.



Marketing Your Property

We maximise exposure through:

- Zoopla, PrimeLocation, and partner networks
- Our own website

- Social media and email campaigns

All properties are marketed at a fixed rental price in line with current legislation.

Viewings

We personally accompany all viewings and highlight the strengths of your property.

Viewings are typically arranged during office hours, with flexibility where possible.

Applications & Referencing

When a prospective tenant applies:

- We collect applicant details
- Provide key tenancy information prior to any holding deposit being taken
- Carry out referencing and affordability checks
- Submit the application to you for approval

All applications are assessed fairly and in line with current legislation.

Offer Agreed

Once you accept an applicant, we will:

- Complete referencing
- Prepare the tenancy agreement
- Arrange signing at our office
- Collect initial funds:
 - One month's rent in advance (in accordance with legislation)
 - A tenancy deposit (up to five weeks' rent)

The deposit will be protected in a Government-approved scheme (DPS).

Inventory & Check-In

A detailed inventory is prepared prior to move-in, recording the condition of the property.

This forms the basis for a smooth and fair check-out process.

Completion

On move-in day:

- Keys are released to the tenant
- Tenants are provided with contact details for ongoing management

 Your property is now successfully let and managed.

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