



Guide to Letting Your Property

Feeling stressed about your property sitting empty?

Increase the return on your investment by finding a reliable tenant who will pay the best possible rent. Here's how we help:



Realistic Market Appraisal

Our aim is to let your property at the best price in the shortest time. We carry out rental appraisals every week, giving us real-time insight into local market conditions. This means we consistently achieve asking price across our clients' properties.



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



Selecting a Trusted Agent

When choosing a letting agent, consider:

- Their ability to conduct viewings outside normal hours
- Their local high street presence
- The quality and reach of their marketing

These are essential for securing strong rental value and attracting reliable tenants.

Northgates often arranges viewings outside our standard opening hours and ensures your property is well-presented across major platforms.

We are also proud members of:

- The **Property Redress Scheme (PRS)**

- **Client Money Protect (CMP)**

These memberships provide added peace of mind, ensuring we adhere to professional standards and your money is properly safeguarded.

Don't forget: landlords are legally responsible for making a valid **Energy Performance Certificate (EPC)** available to tenants.

Northgates can arrange your EPC for you.



Consider Property Management

Property management plays a key role in maximising returns. Many tenants prefer managed homes because they know issues will be handled professionally and promptly.

By instructing Northgates to manage your property, you gain peace of mind that both tenant and property are cared for 24/7 — from rent collection and utility transfers to emergency repairs and inspections.



Presenting Your Property

First impressions matter.

Make sure your property is clean, well-maintained, and de-cluttered. A fresh coat of paint can go a long way.

Northgates will take professional photos and create compelling property descriptions — all in one visit.



Preparing for Tenancy

Before the tenancy begins, a detailed **inventory** should be completed to record the state of the property.

Northgates provides a check-in inventory as part of our Tenant Find Only and Fully Managed services.



Marketing Your Property

Effective marketing is key to securing the right tenant.
When you instruct Northgates, your property benefits from:

- Office-based exposure
- Listings on our website and partner portals
- Full-colour marketing materials
- Local press advertising
- Targeted email alerts

Accompanied Viewings

Our extended telephone hours allow more viewing opportunities:

- **Monday to Friday:** 9am – 5pm

We personally accompany all viewings and use our experience to highlight the strengths of your property.

Receiving a Request to Rent

When a prospective tenant submits a request, we'll:

- Contact you with the details
- Discuss any special conditions
- Help you decide whether to proceed

Offer Agreed

Once you accept an offer, we'll:

- Collect tenant references
- Prepare and arrange signing of the tenancy agreement
- Collect the initial payment (first rent + deposit)

- Conduct check-in and inventory

For added security, **we register the deposit with a Government-approved custodial scheme** (DPS) as a stakeholder, ensuring a smooth return process at tenancy end.

Completion

On move-in day:

- Keys are released to the tenant
- Managed tenants receive our contact details for maintenance and repairs

 **Congratulations — your property is now successfully let!**