A Landlord’s Guide to stress free Letting
Tailored to suit you

If you are looking to let a property, Halls can help.

Whether you are letting your own home, investing in your first rental property, building a buy-to-let portfolio or just want some advice, our team are on hand to answer any questions you may have. All of our team are qualified and highly experienced lettings experts, who will be able to advise you on the latest legislation and guidelines to ensure your income and assets are protected.

Although we can create a bespoke package to meet any specific requirements, we offer a comprehensive range of services as standard that suit most clients’ needs.

Why Choose Halls?

✓ Highly skilled team of professionals with in-depth local market knowledge
✓ Membership of the Association of Residential Letting Agents and The Royal Institution of Chartered Surveyors
✓ Proven track record of success in the residential sector
✓ Specialist advice in the letting of all types of property
✓ Global exposure of properties through our cutting edge website www.hallsgb.com and major national portals including Rightmove and OnTheMarket.com
✓ Free pre-market appraisals
✓ Quality colour printed sales particulars with bespoke options and floor plans
✓ Comprehensive database of applicants matching quality tenants to properties
✓ Targeted national, regional and local advertising campaigns
✓ Up-to-date knowledge of the legislation
✓ Maintenance Team providing a reliable workforce to deal with problems
Our unique service, step by step

1. Market Appraisal
Halls can provide you with a free market appraisal and advise on any work which may be required to ensure your property attracts quality tenants paying the highest achievable rental figure. We can, also, advise on steps which may need to be taken to comply with the ‘ever-changing’ rules and regulations prior to offering the property ‘to let’.

2. Marketing and Advertising
All of our properties are advertised on our popular dedicated website www.hallsgb.com, together with the largest national property portals ‘Rightmove’ and OnTheMarket.com. ‘To Let’ boards will be arranged by agreement with the Landlord prior to marketing, together with local press advertising and display within our network of offices.

3. Referencing
All prospective tenants are fully referenced by an independent agency, who will check the tenants identity, employment status, credit history and also gain references from previous landlords if applicable. Only tenants who pass our vigorous referencing checks and who have been approved by the landlord will be offered the property.

4. Tenancy Agreement
Your property will be let on an Assured Shorthold Tenancy Agreement usually for an initial 6 month term, which will run on a month to month basis following expiration of the fixed period. Longer and shorter initial terms can be arranged and this can be discussed further with the Agents if required. The tenancy agreement is an important document and provides the contract between landlord and tenant in which the different responsibilities are explained.

5. Inventory
We would produce a full Inventory and Schedule of Condition of the property prior to the tenant moving in to record both the condition of the property and anything left in place including carpets and curtains etc. It is essential that an accurate record is taken as this can then be used to compare the condition at the end of the tenancy should a claim against the deposit need to be made.
6. Deposit
Since The Housing Act of 2004 came into force in 2007, all deposits must be held in an approved Tenancy Deposit Scheme. We would collect the deposit, which is 5 weeks rent and forward it to the Deposit Protection Service. The deposit can then be used to offset charges for breakages/damages or for rent arrears occurring during the term, if required.

7. Rent Arrears
The agent will inform the Landlord as soon as practically possible of any delay or default on the rent and will make best endeavours to obtain the arrears and advise further action if necessary. Rental income can be guaranteed via certain insurance policies which we can suggest, if necessary.

8. Landlord’s Obligations
The Landlord has a duty under the Landlord and Tenant Act 1985 to keep the property in a good state of repair and to keep all wiring, plumbing, heating, electrical and gas appliances provided in safe and good working order. Legislation is continuously changing and Halls can keep you up-to-date with all necessary obligations that apply.
Throughout the whole process Amy (Lettings manager) has simply been fantastic! She’s made the whole experience stress free and has kept me informed throughout each stage of my application. I feel very lucky to have come across an agency that really cares... I would definitely recommend to others.

The team at Halls did much more than expected. They are so much more than just estate agents. They really do care and are totally honest. They go the extra mile. Thanks so much for helping us.

We chose Halls and they have been superb throughout the whole process... They have had a terrific speed of response to all aspects of the process, which has enabled us to let the property out very quickly indeed... a great experience for us as landlords, and hopefully the tenant too. Would highly recommend.

I can honestly say that they are truly efficient, thorough and professional. Most importantly they are extremely good at communicating with clients - I have never had to chase, in fact they are more likely to chase me up - which is what you need. Highly recommend.
<table>
<thead>
<tr>
<th>SERVICE LEVELS</th>
<th>Introduction Only</th>
<th>Let Only</th>
<th>Fully Managed</th>
<th>Management Plus</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Service Levels</td>
</tr>
<tr>
<td>Market Appraisal</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Marketing advice</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Arrangement of the Energy Performance Certificate, if required</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Brochure production and Office marketing</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Website Advertising on Rightmove, OnTheMarket and Halls internet portals</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>‘To Let’ board</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Accompanied Viewings</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Arrangement of full Tenant Referencing Service *Charged at £37.50 per applicant, plus VAT</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Preparation of Assured Shorthold Tenancy Agreement</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Collection of Deposit and first month’s rent in advance</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Schedule of Condition/detailed inventory</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Arrangement of gas and electrical certificates, if required</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Arrangement of additional certificates, ie. Legionella’s</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Submit deposit into Deposit Protection Service (DPS) at the start of the tenancy</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Meter readings recorded and notification of readings to utilities companies and council</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Rental Collection monthly</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Co-ordination of any necessary repairs or maintenance works with approved Contractors</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Arrangement of annual gas certification</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Periodic property visits</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Rental arrears collection</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Serving of Notices to quit and rent increases</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Outgoing Schedule of Condition/detailed inventory</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Return of Deposit and dealing with disputes</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Rent protection guarantee insurance</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>

*Charged at £37.50 per applicant, plus VAT
OSWESTRY
Queens Courtyard, Oswald Road
Oswestry SY11 1RB
☎️ 01691 670 320
✉️ oswestrylettings@hallsgb.com

ELLESMERE
The Square
Ellesmere SY12 0AW
☎️ 01691 622 602
✉️ ellesmerelettings@hallsgb.com

SHREWSBURY
2 Barker Street
Shrewsbury SY1 1QJ
☎️ 01743 236 444
✉️ shrewsburylettings@hallsgb.com

WELSHPOOL
14 Broad Street
Welshpool SY21 7SD
☎️ 01938 555 552
✉️ welshpoollettings@hallsgb.com

KIDDERMINSTER
137 Franche Road
Kidderminster DY11 5AP
☎️ 01562 820 880
✉️ kidderminsterlettings@hallsgb.com

WHITCHURCH
8 Watergate
Whitchurch SY13 1DW
☎️ 01948 663 230
✉️ whitchurchlettings@hallsgb.com

BISHOPS CASTLE
43 Church Street
Bishops Castle SY9 5AD
☎️ 01588 638 755
✉️ bishopscastle@hallsgb.com

HALLS HOLDINGS HOUSE
Bowmen Way, Battlefield
Shrewsbury SY4 3DR
☎️ 01743 450 700
✉️ reception@hallsgb.com

unique coverage
halls.com