



## Residential Lettings Process – Information for Landlords

We support a wide range of clients, from landlords with a single property to those with established rental portfolios, as well as clients looking to expand their holdings or become first-time landlords. For those seeking management services, we offer tailored options, a variety of solutions, and extensive experience to meet your needs. We ensure that your property remains compliant and that tenants meet all necessary standards.

We offer both a full management arrangement or a simple letting service, whichever suits your current needs.

Our services include:

- Marketing the property. We provide a property appraisal and advise on potential market rents. We offer guidance on your legal obligations when renting & advise on tenancy types and terms. We promote your property through our offices and mailing lists, our website, Rightmove and OnTheMarket.com. We will conduct accompanied viewings with potential tenants.
- Tenancy Agreement. When applicants are found, we will negotiate on your behalf to secure the best possible rent and terms. We will make all reasonable enquiries to assess applicant suitability using an external company. We will prepare a Tenancy Agreement with all the legal documentation and certificates required outlining the rights and obligations of both parties, including agreed special terms.
- Move In. Your tenant will move in & we will arrange initial meter readings, if access is available. Ensure that the deposit is held and protected as required by law until the end of the tenancy. Collect the first month's rent and other necessary payments, such as the holding deposit. We will pay any monies due to yourselves as soon as possible.
- Our Fully Managed Service In addition this includes ongoing rent collection, advising on tenancy renewals or extensions, conducting regular property inspections to ensure maintenance and regulatory compliance, undertaking rent reviews when appropriate & managing tenancy check-outs

### Get in touch

If you are a new landlord, please contact us today to see how we can help with your property management needs.

Please contact our Malton office:

- St Michael's House, Malton YO17 7LR
- Tel: 01653 692151
- Email: [reception@boultoncooper.co.uk](mailto:reception@boultoncooper.co.uk)

If you are a current landlord, please call your existing direct contact.

Please note that we open Monday – Friday 9am – 5.30pm.