



The complete guide to
Letting Your Property!

www.matthewjamespc.co.uk



Why should you choose **Matthew James Property Consultants** to let your property?

About us

Matthew James Property Consultants was established in 2018 when Matthew, after the birth of his first child, wanted to grow a business that his family and his clients would be proud of.

Matthew James, unlike most agents, only specialise in residential letting and management of residential property. We take pride in our reputation for delivering accurate advice through an honest approach and ultimately build trust with our clients and customers.



As a family owned and run business we strive to deliver a service to customers that is beyond expectation, combining our in depth knowledge with a personalised service and with our competitive fees, no minimum contracts, and high quality marketing material, we are sure to achieve high market rents and let properties quickly.

Matthew, his wife Amy and their principal staff work close together to remain at the forefront of this highly specialised and increasingly complex market. We are members of the Association of Residential Letting Agents (ARLA), The Property Ombudsman and we comply with The Tenancy Deposit Scheme (TDS) and Client Money Protection rules (CMP). These memberships provide landlords and tenants with an assurance that they will receive the highest levels of customer service and that your money is always in safe hands.



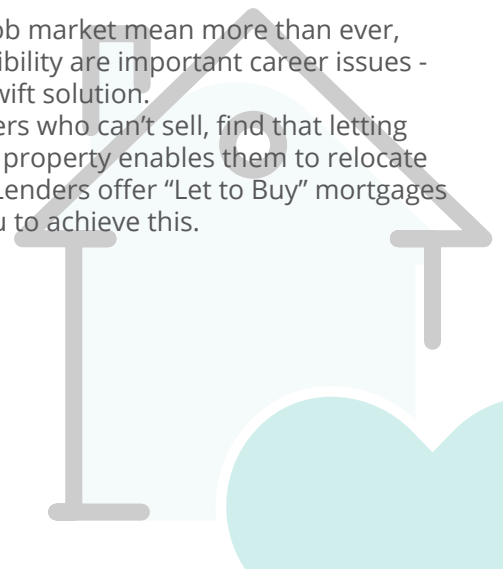
Why Let?

There are many practical and financial reasons why people choose to let.

Purchasing residential property to let can be a secure and worthwhile form of investment- with returns rivalling many other kinds of investment. More and more people continue to invest in property as a way of providing for their retirement.

Moving abroad, whether it's temporary or permanent and letting your home offers you the opportunity to maintain an income from your property with the option to return at a later date.

Changes in the job market mean more than ever, mobility and flexibility are important career issues - letting offers a swift solution. Many homeowners who can't sell, find that letting out their current property enables them to relocate or buy another. Lenders offer "Let to Buy" mortgages which enable you to achieve this.



The key to success with buy-to-let is choosing the right property

As lettings experts, Matthew James has the experience and knowledge to offer reliable and straightforward advice on potential property investment opportunities.

Our in-depth local knowledge means that we are able to offer guidance on factors such as property location, historic and current rent levels and the potential capital growth from your buy to let property asset.

If you are thinking about buying a property which will require renovation prior to occupation, Matthew James can advise you on the probable rental values post-renovation, to help you assess the likely rental returns against the costs of remedial works.

This can be invaluable information to ensure that you do not overspend on the main renovation work and specify the fixtures, fittings and general finish of the property to a standard which will allow your investment to bring you the most benefit.



Preparing to Let

When people view your property, they will compare it to similar properties on the market. Therefore, the appearance and condition is vital and will affect the rental value and the speed at which it will let. First impressions really do count!

Clean the property throughout. Clean, neutral carpets assist with appearance and curb appeal, modern kitchens and bathrooms are on most wish lists.

Decorations should be light, modern and neutral where possible.



Matthew James

Property Consultants

LET BY

01206 580499



1. Letting your property

Matthew James will work with you to identify who would (and wouldn't) be acceptable as a tenant in your property. We understand that your property is a valuable asset and that finding the most appropriate and solvent tenant will be our prime concern.

Matthew James has an extensive database of prospective tenants, we will contact those customers whose requirements match with the property you are letting, via telephone and email.

In addition, full colour details of your property will be prepared and added to our website and social media platforms.

To ensure your property reaches the maximum audience, it will also be added to the most effective and popular property portals; Rightmove and Zoopla.

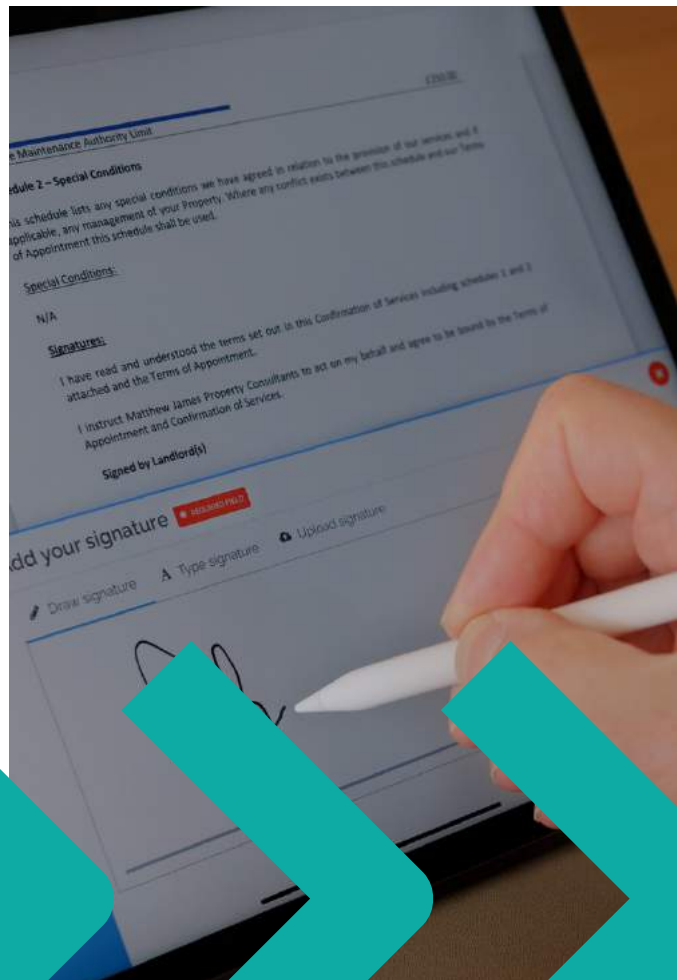
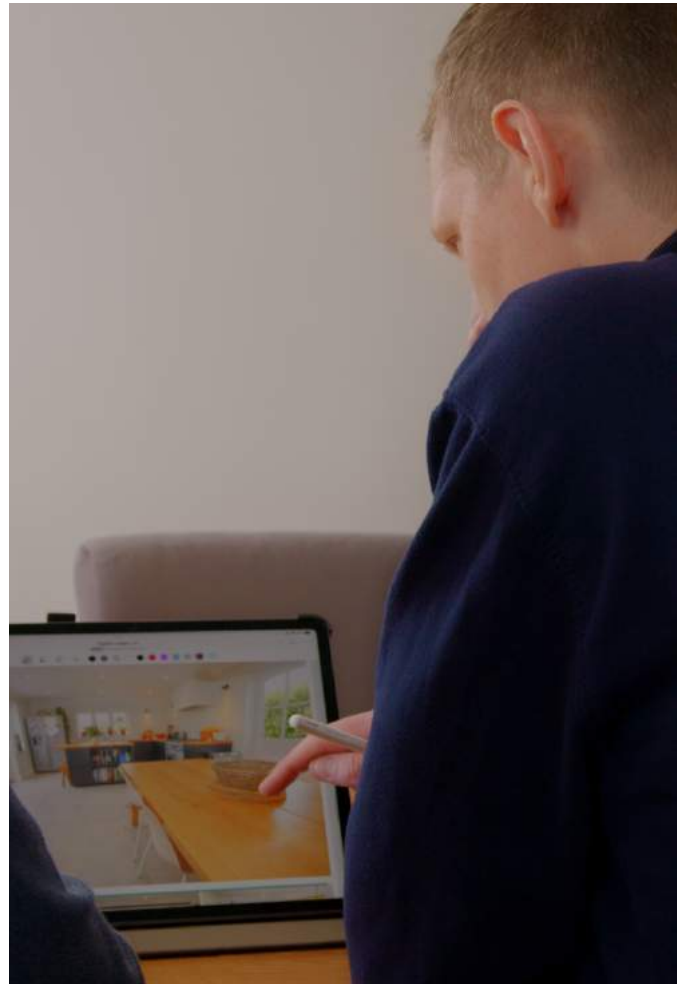
By specialising in professional letting we attract good calibre, low risk tenants.

2. Vetting the prospective tenants

All prospective tenants will be thoroughly screened by Matthew James, prior to any rental agreement being signed.

To maximise the security for you and your property, Matthew James uses rigorous referencing procedures and background checks

- Employers' references
- Bank references
- Current landlord references
- Credit checking



Managing your Property

Inventory and Schedule of Conditions

At the start of the tenancy a full detailed inventory and schedule of condition is provided to ensure that any damages or dilapidations are accounted for at the end of the tenancy. This document allows us to assess if any of the tenant's deposit should be retained in order to pay for repair, replacement or compensation.

Routine Visits

Managing your property provides the complete service from start to finish.

As part of the service, we conduct routine visits quarterly. Our visits are carried out by an independent professional inspection company. This provides a perfect opportunity to communicate with the tenant regarding any potential issues, as well as ensuring their contractual obligations are continuing to be adhered to.

Rent Collection

We collect the rent from your tenant on a typical monthly basis via standing order. This payment is transferred to your chosen account minus any deduction if applicable. Following the payment, you will receive a statement detailing all transactions undertaken in connection with your property.



Maintenance and Repairs

We operate a 24 hour, 7 days a week emergency contact service to all tenants in order to assist, support and offer guidance in case of an emergency. Having invested in the latest technology, we can offer an online reporting system for all tenants to inform us of any maintenance or repair issues. Once we receive notification of the maintenance or repair, we will confirm your instruction. We are open to use your preferred contractor, or instruct one of our fully qualified and certified engineers. All maintenance and repairs are checked and all quotes are priced competitively. We are able to provide a maintenance guide and check-lists in order to aid the tenant when dealing and managing common issues within different types of rental properties.

Assured Shorthold Tenancy

It is highly likely that your property rental will be let under an Assured Shorthold Tenancy agreement (AST), governed by the Housing Act. ASTs are usually for a period of twelve months, however shorter or longer tenancies can also be arranged, depending on your preferences.

Tenancy Deposit Scheme

Tenants are required to pay a deposit of at least one month's rent, to be held against damage and breakages during their tenure. Under the Housing Act these deposits have to be registered with a government approved scheme within 30 days. This has been introduced to give both parties an independent and unbiased route to settle any differences, following the conclusion of a tenancy.

Renewals

A proactive renewal can be the difference between your tenant renewing for a further fixed term period or moving onto a different property. We understand the importance of retaining a reliable tenant and will always be keen to extend their stay upon your agreement. We also meet with the tenant near the end of the term to carry out a further inspection and also to discuss potential rent increases and tenancy renewal options with the tenant direct. This allows us to get a better idea of their affordability and intention to renew or not, giving you (landlord) the opportunity to increase the rental figure, but more importantly reduce the likelihood of a void period.

Check out - Ending The Tenancy

Once we have received notice from your tenant, we will process the end of tenancy formal documentation. This includes a rigorous check-out process. The full detailed inventory and schedule of condition is checked to assess whether the tenant has maintained your property in a satisfactory condition. If the property is not up to standard, these areas will be costed and deducted from the tenants deposit - subject to statutory deposit regulations.



Safety and legal requirements

As a landlord there are a number of obligations and responsibilities, which are placed upon you when you rent out your property.

Matthew James are experts in these obligations and will guide you through all the various aspects of being a landlord, expanding on the information provided here and answering any questions that you may have.

Gas and Electrical items

All gas equipment (including flues and pipework) and all electrical appliances and installations must meet legal safety requirements and all such equipment and appliances should be tested and certified at set time frames, a copy of the safety certificate must be provided to the tenant.

If your property has any oil-fired appliances or equipment, this will also need to be tested and certified prior to any letting.

Furniture & Furnishings

Any furniture and furnishings provided by the landlord must comply with the Furniture & Furnishings (Fire Safety) Regulations 1988.

Smoke & Carbon Monoxide Alarms

Each floor of a building, where there is living accommodation, must have at least one smoke alarm installed. Carbon monoxide alarms should be installed in all rooms where there are gas appliances. All alarms must be checked and in working order on the first day of a tenancy.

Energy Performance Certificates

As a landlord, you are legally obliged to have any residential rental property assessed by a suitably qualified inspector and to provide the Energy Performance Certificate (EPC) to the tenant upon request.

As part of our service we can arrange gas and electrical safety inspections if requested. We can also arrange the EPC and ensure your compliance with the above and any new regulations.



Don't just take our word for it.....

Check out our Google Reviews [HERE](#)



Professionalism, Quality, Responsiveness, Value ★★★★★

Matthew has been excellent throughout the entire process of finding us a tenant. He acted incredibly quickly to value, put the details to market and find us a great tenant. We live abroad so it was great to have an agent so trustworthy; as we were letting out our home, Matthew was very sensitive to our needs and ticked all of our boxes when it came to finding the right tenant.



Emma Johnston



Having traditionally dealt with the big names on the High Street it has been an absolutely refreshing change to deal with a company that actually cares about what they are doing, returns your communications promptly and genuinely has your best interest at heart. Several potential tenants were found for my property and with their assistance we found what I believe to be the best tenant. I would not hesitate to use them again or to recommend them to other landlords or tenants.



Gary Barker



Matthew James is a very professional and approachable person. We have always been extremely satisfied with all the work he has done for us. He is a person of integrity and has very high standards. We have always recommended him to friends. He is dedicated to the job and goes way beyond the call of duty!!



James French



I moved to Matthew James after a disappointing managed letting experience with a large high street name. I was quickly impressed by Matthew and his team for their professional, personal approach, sound advice and dedication to supporting their customers whether they be tenants or landlords alike. They provide a good comprehensive service at a very reasonable cost. Above all else I feel I can trust their judgement to do the right thing, not just make money at any cost. Ethical is not a term normally used in this business, but I would use it easily to describe their approach to work. I would definitely recommend Matthew James Property whether you have one or many properties to let or if you want a fair deal when renting.



Derek Keeble

Matthewjamespc.co.uk,
email us at office@matthewjamespc.co.uk
Or call us on **01206 580499**.

We look forward to welcoming you into the Matthew James family.



Matthew James

GET IN TOUCH.

🏠 Colchester Business Centre
340 The Crescent, Colchester
Essex, CO4 9AD

☎ 01206 580499

✉ office@matthewjamespc.co.uk

📘 [facebook/matthewjamespc](https://facebook.com/matthewjamespc)

📷 [instagram/matthewjamespc/](https://instagram.com/matthewjamespc/)

