

A man with curly hair and a beard, wearing a dark blue suit and a red tie with white polka dots, is sitting at a wooden table. He is looking down at an open magazine. A woman with shoulder-length brown hair, wearing a grey and white striped cardigan over a dark top, is sitting next to him, also looking at the magazine. The background is a blurred office or meeting room with large windows.

LETTING YOUR PROPERTY

A GUIDE TO RETTIE & CO.'S SERVICES AND APPROACH



RETTIE

PROPERTY WITH CHARACTER

OUR LETTING SERVICES

We provide a comprehensive range of property marketing, letting, and management services, all designed to streamline the letting process and optimise your rental returns.



VALUATION AND DUE DILIGENCE

A FREE, NO-OBLIGATION APPRAISAL

We will visit your property and provide you with detailed advice on the lettings process and an accurate rental valuation based on prevailing market conditions.

LEGISLATION AND REGISTRATION

We will work with you to ensure that you are compliant with all current legislative requirements and that you are properly registered as a landlord.

INSURANCE, FINANCE, AND TAXATION

If required, we will ensure that your insurance, financing, and taxation affairs are all in order. Our contacts mean that we can provide you with preferential rates and bespoke financial deals.

SAFETY AND COMPLIANCE

Your Portfolio Manager will guide you through the various safety and compliance measures you must consider when letting your property.



MARKETING AND VIEWINGS

PROPERTY PREPARATION

How your property is presented can make a significant difference to the level of interest it receives. We will provide you with detailed advice on how to present your property so it appeals to the widest possible pool of prospective tenants.

MARKET LAUNCH

Upon instruction, we will launch your property onto the market using a suite of high-quality images and detailed, persuasive marketing copy. We will make full use of the Rettie & Co. website and our network of associated online property portals.

TARGETING POTENTIAL TENANTS

We will use our database of registered applicants and corporate relocation agents to ensure that your property is seen by prospective tenants who have expressed a strong interest in your type of let.

VIEWINGS

We will carry out fully accompanied viewings on your behalf. Our experienced staff will be available to show your property six days a week and in the evenings (depending on your chosen service level and property location).



REMARKETING

REMARKETING

As soon as a current tenant notifies us of their intention to vacate, we will re-launch your property to the market at a revised rent level. This will be done to minimise any potential void periods and maximise your returns.

FINAL INVENTORY INSPECTION AND REPORT

When a tenant vacates your property, we will carry out a final inventory inspection. We will then produce a detailed check-out report with accompanying images. This will identify areas of liability for which a deposit deduction can be sought.



TENANT SELECTION

ASSESSMENT AND REFERENCING

Finding good tenants is one of the most important parts of the entire lettings process. Your Portfolio Manager will personally assess all prospective tenants and use a specialist referencing agency to carry out rigorous suitability checks.

DEPOSIT COLLECTION

Once tenants have been selected, we will collect a deposit and ensure that this is transferred to an approved tenancy deposit scheme, where it will be held for the duration of the tenancy.

TENANCY AGREEMENT

We will draw up a tenancy agreement appropriate for your tenancy type and duration. This will be duly served along with all required notices. These will be signed by Rettie & Co. on your behalf.

INVENTORY AND SCHEDULE OF CONDITION

We will prepare a detailed inventory of contents and a schedule of condition. These will be sent to the tenant. They will be in a format that can be submitted as evidence should any disputes over damage liability arise.



PROPERTY MANAGEMENT

RENT COLLECTION

We will collect the rent on your behalf each month and transfer it directly to your chosen account. You will receive a detailed monthly statement of account by email. We will ensure that all rent payment issues are identified and dealt with immediately.

ON-GOING MANAGEMENT AND INSPECTIONS

We will ensure that all safety and compliance testing is current and that all maintenance issues are dealt with promptly. Your Portfolio Manager will carry out regular property inspections and work proactively to enhance the value of your assets.

RENT REVIEWS

Your Portfolio Manager will use their expert knowledge of your property and the market to negotiate annual rent reviews on your behalf. We will ensure that you get the optimal balance between financial returns and tenancy duration.

KEY ISSUES TO KEEP IN MIND

There are a number of important financial, regulatory, and safety issues that you, as a Landlord, will have to be aware of and act on.

FINANCIAL AND REGULATORY

Insurance - It is vital that your asset is fully protected by an insurance policy specifically designed for let properties. We operate a block policy with Bruce Stevenson Insurance Brokers that provides access to comprehensive cover at preferential rates.

Financing - Where your property is subject to mortgage finance, it is vital that you have consent to let from your lender. In most cases this means a move to a buy-to-let mortgage. We work with specialist mortgage brokers to provide access to the very best rates.

Taxation - All rental income must be declared to HMRC. For most landlords this will involve the completion of an annual self-assessment tax return. We will help you claim all of your entitled reliefs. We'll also provide taxation guidance if you are planning to live abroad while your property is let.

Landlord Registration - Before your property can be offered for let you must register as a landlord with the relevant local authority. Once registered, you will be provided with a landlord registration number, which must be listed on all property marketing.

Energy Performance Certificate (EPC) - All properties must have a valid EPC and all marketing material must display the property's EPC rating. Where an EPC survey is required we can arrange for this to be carried out.

SAFETY

Landlords Gas Safety Certificate (LGSC) - All gas appliances in a property must be inspected and certified by a Gas Safe engineer on an annual basis. All gas appliances should also be serviced regularly.

Portable Appliances Test (PAT) - All portable appliances must be checked for electrical safety on an annual basis. NB: Even unfurnished properties are likely to contain some appliances that fall under this requirement.

Electrical Installation Condition Report (EICR) - Electricity supplies, electrical fittings, and fixed electrical equipment must be EICR inspected by a qualified electrician every three years. If your property has an Electrical Installation Certificate (EIC) this can serve in place of an EICR until its expiry date.

Legionella Risk Assessment (LRA) - All elements of your property's water supply must be inspected annually to identify and assess potential sources of legionella bacteria. If areas of risk are identified we will work with you to control this risk.

Fire Detection Equipment - All properties must have at least one functioning smoke detector in the living space and in every circulation space and one heat detector in every kitchen. These must be mains wired and function as one interlinked system.

Carbon Monoxide - All properties that have heating or cooking appliances powered by a carbon-based fuel (e.g. gas, oil and solid fuels) must have carbon monoxide detectors fitted in each room where such appliances are present.

OUR SERVICE PACKAGES

We provide a bespoke service that can be tailored to your specific needs.

We offer two main service packages:

- Rent Collection: For landlords who want a comprehensive marketing and letting service but who want to retain the hands-on management of their property or property portfolio.
- Full Management: For landlords who want a full marketing, letting, and management service for their property or property portfolio.

Use the table below to identify and select the asset management service that is most appropriate to your needs.

To ensure that you receive the best possible service, one of our experienced Portfolio Managers will serve as your principle point of contact and trusted advisor throughout the letting process.

ASSET MANAGEMENT SERVICES	RENT COLLECTION	FULL MANAGEMENT
Initial property visit and appraisal with one of our letting professionals (without obligation)	●	●
Detailed advice on the preparation of your property for let and the legal requirements	●	●
Appointment of your own dedicated Portfolio Manager who will act as your principle contact and advisor	●	●
Comprehensive marketing material with high-quality images	●	●
Detailed listing on Rettie.co.uk which receives in excess of 190,000 visits every month	●	●
Multiple listings on the very best property advertising portals	●	●
Notification immediately sent to our substantial database of prospective tenants	●	●
Accompanied viewings carried out by a member of the team 6 days a week & out of hours	●	●
Strict tenant vetting and selection process carried out by your Portfolio Manager	●	●
Comprehensive referencing of all prospective tenants including a detailed credit reference	●	●
Production of a detailed inventory document & schedule of condition with accompanying images	●	●
Negotiation of all tenancy agreement terms on your behalf	●	●
Use of Rettie & Co.'s comprehensive and constantly updated tenancy agreements	●	●
Service of the mandatory tenancy information pack and all associated documentation	●	●
Collection of the deposit funds and placement in an approved tenancy deposit scheme	●	●
Access to the comprehensive Rettie & Co. block insurance policy	●	●
Highly effective rent collection with robust credit control procedures	●	●
Monthly remittance of rental income to your account by BACS	●	●
Detailed monthly statement showing income and expenditure	●	●
Effective negotiation and administration of annual rent increases	●	●
Service of all legal notices in order to obtain vacant possession where required	●	●
Negotiation and administration of tenancy assignments and renewals where required	●	●
On-going expert advice from your Portfolio Manager and the wider Rettie & Co. team	●	●
Arrangement of all safety testing and certification (LGSC, EICR, PAT, LRA, etc.)		●
Administration and payment of invoices from rental funds on your behalf, e.g. factoring fees		●
Proactive property maintenance and efficient management of all repairs where required		●
Access to our pre-approved network of efficient and trusted contractors		●
Vacant property management where required between tenancies		●
Regular property inspections with detailed reports and accompanying images		●
Full 24-hour emergency cover for you and your tenants' piece of mind		●
Detailed final inventory inspection and check-out report at the end of each tenancy		●
Negotiation of deposit deductions and deposit scheme administration		●
Utility and council tax notifications and administration of each change in liability		●

OUR LETTING EXPERTISE

In all our work, we focus on delivering the highest possible returns for our landlord clients whilst protecting the underlying value of their investments.

As part of Scotland's leading independent firm of property specialists, we have a deep understanding of residential property as an asset class. Our research team produces detailed market analysis and commentary. This allows us to advise our clients on the strategy that will deliver them the best possible results.

Get in touch with your local Rettie team

www.rettie.co.uk

BEARSDEN

GLASGOW CITY CENTRE

GLASGOW WEST END

SHAWLANDS

NEWTON MEARNS

EDINBURGH

BERWICK UPON TWEED

MELROSE

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