

Step 1: Consider Property Management

UPS Property Management gives you peace of mind that both your property and tenant will be cared for 24/7. Your dedicated Property Manager will look after the general day-to-day management and more complex issues such as emergency repairs, collection of rent, transfer of utilities and much more.

Step 2: Create the right impression

First impressions count, making the presentation of your property critical to a successful let. Tidy any mess and clear unwanted clutter to maximise space. If you want to decorate go for neutral tones which will appeal to a wider audience. Make any minor repairs such as fixing leaking taps. Make sure all aspects of your property are up to scratch to give you the best chance of finding the right tenants.

Step 3: Get an Energy Performance Certificate

An EPC is a compulsory document needed by anyone who is selling or renting a property. The EPC is a report compiled by an assessor who will visit your property and look at various items to assess how energy efficient your property is. These items include the Heating Boiler, Energy Efficient light bulbs, loft insulation. etc. This legislation is part of EU laws introduced to give consumers information about the energy efficiency of a home they are considering letting. At UPS we will recommend an accredited energy assessor who will produce an EPC for you.

Step 4: Carry out an inventory

You will need a complete professional inventory carried out before you let your property. This will set out the condition and contents of the property. UPS will carry this out on your behalf. Without a good inventory, it is difficult to assess and justify any deductions for damage from the tenant's deposit at the end of the tenancy.

Step 5: Market your Property

UPS will promote your property by using a wide range of media. We will produce full colour brochures of your property which will be made available in our offices and online. Your property will also be listed on our website which includes an in-depth description and professional interior and exterior photography. We can also list your property on PropertyPal.com and propertynews.com We will provide you with a distinctive To Let board. UPS will also email and text our database of suitable tenants with details of your property.

Step 6: Viewings

We will accompany any potential tenants to the viewings making it more convenient for you and allowing us to use our expertise to help let your property.

Step 7: Receiving an offer

When a tenant makes an offer on your property UPS will contact you directly to communicate full details of the offer along with any special conditions to help you decide whether or not to accept.

Step 8: Offer agreed

Once you agree to accept an offer we will:

1. Collate references from tenant referees.
2. Arrange signing of the tenancy agreement.
3. Collect moving-in payment (rent and deposit).
4. Set up Direct Debit Mandate for monthly rent collection.
5. Carry out an inventory.

For your added peace of mind, where applicable, we will hold the deposit, resulting in a faster and more efficient deposit release process at the end of the tenancy.

Step 9: Legal Duties

Even if you use us, it is your responsibility if something goes wrong thus it is imperative that you know all your legal obligations and rights and be up to date with any new legislation introduced.

Step 10: Completion

Upon completion, keys will be released to the tenant on moving-in day.

For managed properties, we will provide the tenant with contact details of their dedicated Property Manager.

Congratulations, your property is now let!