







OUR PRIORITY IS  
TO IDENTIFY THE  
MOST **SUITABLE**  
**TENANTS FOR YOUR**  
**PROPERTY** AS QUICKLY  
AS POSSIBLE AT AN  
**AGREED RENTAL**  
**FIGURE** THAT YOU AS  
THE LANDLORD ARE  
CONTENT WITH

## Your Sussex Letting Agent

Our meticulous understanding of the residential letting market is key in helping us to match tenants with your properties. We'll help you find a reliable tenant and guide you through the necessary checks and paperwork to ensure your peace of mind.

Our Lettings Department is a very important part of our business and has continued to grow year on year, we offer a professional and friendly service, using up to date technology, modern marketing packages and have a strong City Centre presence.

We have a highly motivated team of local people with great knowledge of our city who can give you the best advice on anything to do with letting in Lewes. To give our clients extra peace of mind and to underpin our professional approach, we are members of ARLA Propertymark [www.propertymark.co.uk](http://www.propertymark.co.uk) the Property Ombudsman Scheme for Letting Agents [www.tpos.co.uk](http://www.tpos.co.uk), the TPO Client Money Protection Scheme <https://www.tpos.co.uk/members/client-money-protection>, and the Brighton & Hove Estate Agents Association [www.bhea.org.uk](http://www.bhea.org.uk).



# Letting Property in Lewes

Whether you are considering buying a property to rent or are considering renting your own property out, we can provide a service to suit your needs.

The choices of services we can offer you are Fully Managed, Rent Collection, and Tenant introduction.

Details of each service can be found on page 9 of this brochure.



# Valuations

A rental valuation from one of Oakley’s local Experts is free of charge, our experience and market knowledge will provide you with an informed rental income for your property. Not only will we be able to provide a current market valuation but also advise you on what would be required to achieve the best possible price and ensure the property is let as quickly as required.

These days we can offer both face to face and Virtual Valuations, which ever suits you best. The valuation will be based on market conditions at the time, and comparable properties in the area and others that we have let recently. When providing a valuation of your property, we will talk you through the current market conditions and advise how we feel your property would sit in the market at that time, the main things we consider are...

- 1 The current demand
- 2 The target market
- 3 The current condition of your property
- 4 The price of any competing properties
- 5 The amount of similar properties available at the time



# Marketing

Dedicated Marketing Software

Our marketing software enables us to not only get your property on the market swiftly, but ensures your property is displayed in the best possible way to potential tenants.

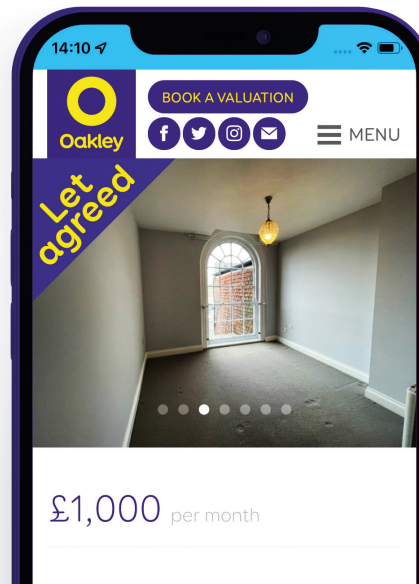
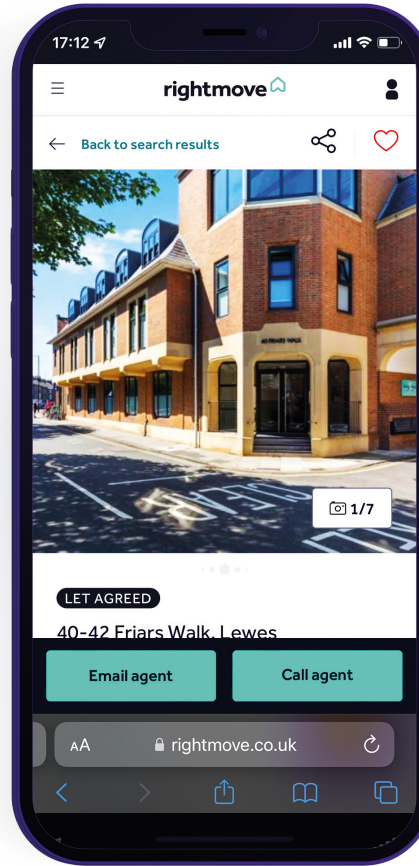
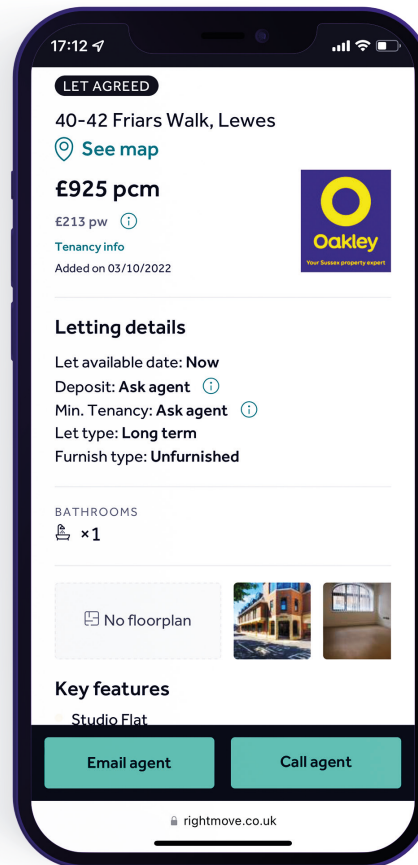
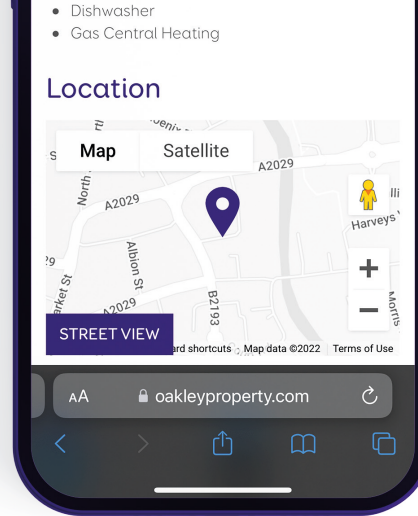
Excellent Coverage

All of our properties feature on Rightmove, On The Market, Zoopla, Boomin, and our own website, meaning no stone is unturned when searching for your ideal tenant.

The Property Works

Our brand new head office 'The Property Works' incorporates some ground breaking property sector facilities, enabling us to market your property in the best possible light.

Market Leading  
Coverage



# Referencing

Once we have negotiated and confirmed the initial terms, we will proceed with the referencing of the applicant(s). We use a professional referencing company. They will take up the following references: credit check, right to rent check, employment and previous Landlord. The cost of this is covered by the Landlord.

In the event that an applicant is in a slightly different situation i.e. someone who may have just returned from traveling and therefore has no recent employment history, we will establish what they were doing before they travelled, confirm their new position and also ask them to provide a Guarantor or pay 6 month's rent in advance. We would also fully reference the guarantor. In some instances, we ask for bank statements and wages slips.





## Inventory & Schedule of Condition

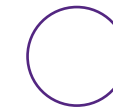
We use a professional Inventory Company, who will mark down every item in the property for inclusion on the Inventory and who will also produce a Schedule of Condition together with digital dated photographs.

The tenant will always sign to acknowledge the Inventory and Schedule of Condition. This is a very important document and is vital when it comes to claiming any money from a tenant's deposit if a property requires cleaning or maintenance at the end of the tenancy.

They will also take meter readings.

## Tenancy Agreement

When all checks are complete, and you have given your approval we will prepare the tenancy agreement and all legal notices. The tenants will sign an Assured Short hold Tenancy Agreement of which the first six or twelve months are a fixed term.



## Check In

The new tenant must provide the required advance rent and deposit in cleared funds before the tenancy agreement is signed and keys handed over.

Each tenant will be given their own set of keys and a member of staff will serve and explain all the necessary legal documentation and hand over the Inventory and Schedule of Condition. The tenant will be provided with a copy of the signed agreement and provided with the appropriate bank details to make subsequent rental payments as required by the terms of the agreement.

We register the deposit with the Deposit Protection Scheme.



## Property Management

Throughout the tenancy (if fully managed) we will deal with the day-to-day care of your property to safeguard your interests.

We have a list of trusted contractors who we use to carry out repairs and safety checks for our properties, or we can use the landlord's preferred contractors if required. We are the tenant(s) direct point of contact, which releases our landlords from having to deal with any stress or problems which may occur.



Trusted  
Contractors

OAKLEY SEEM TO BE **ONE STEP AHEAD OF THE LETTINGS PROCESS**,  
WHICH MEANS WE CAN RELAX KNOWING EVERYTHING IS BEING  
TAKEN CARE OF FOR US



## Inspections

For our fully managed properties, we conduct regular inspections and again use a professional company to carry out a report.

This means we can be sure that the tenants are caring for your property as you would expect and helps us to keep on top of any ongoing maintenance issues.

Regular  
Inspections





## End of Tenancy

When a tenancy is due to end, we will undertake a final inspection to establish the condition of the property, compared to the description contained in the original inventory and then establish if any works or cleaning is required.

Once this is agreed we will return the tenant's deposit. The cost of the check-out report is covered by the landlord.

Your property  
will be returned  
as received



## Preparing Your Property

Decoration, Repairs and Cleaning:

It is advisable to offer your property in the best possible condition. Although properties must be returned to you in the condition described in the Inventory (with due allowance for fair wear and tear), it is a general rule that properties in good condition are both easier to let and more likely to attract "quality" tenants. We strongly recommend that all landlords have their properties professionally cleaned at the start of a tenancy. If this is carried out, we can then insist that tenants return the

property to the same standard when they move out.

Furnishings:

Soft furnishings are subject to very strict safety regulations as from March 1993 all soft furnishings in let properties must comply with the Furniture and Furnishings (Fire Safety) Regulations 1988. In effect furniture manufactured after 1950 and before 1990 may not comply and must be removed prior to letting. All items must display a "tag" confirming that the statutory

test requirements have been met. If this is not the case, then the furniture concerned cannot remain in the property.

A property to be let as "furnished" should contain items of soft furnishings such as beds, sofas etc. and further items may be left at your discretion. If a property is to be let "unfurnished" the minimum requirements are usually a cooker and a fridge and if possible, a washing machine as well as carpets and usual fixtures and fittings.



We support  
landlords with  
their obligations

# Landlord’s Responsibilities

Landlords have a range of legal obligations towards their tenants, neighbours and the public. We list below some of the areas where landlords need to be aware:

## General Safety and Condition:

Landlords have the responsibility to see that their property is safe and to ensure tenants, neighbours and the public are not caused any injury or damage. All properties must be in a safe condition and in a good state of repair throughout. Items such as cookers, fridges and central heating must be in working order before the tenant takes occupation.

SAFE gas engineer and we must have sight of a certificate before we can check a tenant into a property. An EICR (Electrical Safety Report) must also be provided to the tenant at the start of any new tenancy. A copy of these certificates is then given to the tenant, another is held on our file and the other by the landlord. We can arrange to have these carried out for you.

## Energy Performance Certificate:

Since 1st Oct 2008 new legislation was introduced and landlords must now have a Domestic Energy Assessment carried out by a Domestic Energy Assessor. We now have to have this document on any advertising within two weeks of marketing

## Gas and Electrical Appliances:

All appliances must be checked for safety before letting. Gas appliances are required by law to have been checked by a GAS

## Insurance:

It is the Landlord’s responsibility to arrange adequate buildings insurance. Existing buildings and contents policies may need updating to cover the new circumstances i.e. the introduction of tenants.

## Gardens:

Where properties have a garden, Landlords are recommended to supply a minimum amount of gardening equipment, such as a lawnmower and some tools. Tenants are responsible for keeping the garden areas in a tidy state and will need the necessary equipment to achieve this. Landlords cannot expect tenants to be keen gardeners however, so reasonableness is the principle to be applied.

## Utilities:

The landlord is responsible for the service and upkeep of the appliances and other equipment providing the delivery of utilities such as gas, electricity, sewage, and water. The payment for the supply of electricity, gas, council tax and water are the responsibility of the tenant. It is essential that Landlords provide us with the location of all meters for gas, electricity, and water so that we can take an accurate reading at the start of all tenancies, to avoid any disputes and landlords paying for tenants’ consumption.





## Non-Resident Landlords

If a Landlord is a resident abroad and we are managing the property, we must deduct tax at the basic rate from the net amount of rent collected monthly. In April 1996 a new scheme was introduced by the Inland Revenue which allows a non-resident to apply for an exemption certificate which would mean that all rents could be paid direct to the Landlord free of any tax deduction. You must contact the Inland Revenue directly for more assistance.

Centre for non-residents, Unit 362, St John's House,  
Merton Road, Bootle, Merseyside  
L69 9BB Tel: 0152426208 / 6209 with UK or +44 151 47  
26208 / 6209 outside UK. Ask for leaflets IR140 & IR150  
and form NRL1.

Should a Landlord who is resident abroad not supply us with this exemption number we will deduct the tax. Should a Landlord who is resident abroad not employ a managing agent the responsibility to pay the tax falls with the tenant (if no exemption certificate is obtained) who must deduct tax at the basic rate before paying the rent and pay it over to the Inland Revenue. If the property is jointly owned, both (ALL) owners must apply individually for exemption certificates.





# Our Levels of Service and Fee Structure

TENANT FIND ONLY: £600 INC VAT MINIMUM FEE  
(or equivalent to 3 weeks rent) plus Inventory &  
Referencing cost

- Market the property.
- Identify suitable Tenant(s) for the property at the agreed rental figure.
- Obtain holding fee of one weeks rent.
- Reference the tenant(s) at the cost of £35 + VAT per tenant.
- Prepare the appropriate Tenancy Agreement and Legal Notices.
- Arrange the Inventory and Schedule of Condition (price list attached).
- Collect one (first) month's rent and a deposit equal to 5 weeks rent.
- Place the tenant's deposit in a secure government bonded account on behalf of Landlord.

In addition to the items above, Oakley Property will also provide the following services for our:

RENT COLLECTION SERVICE (12 % OF THE MONTHLY  
RENTAL INCOME INC VAT) plus inventory cost

- Collect the monthly rent and forward it to your account every month.
- Deal with any rent payment issues.

Oakley Property can provide the following service at the end of the tenancy if required:

- Arrange for the tenancy extension agreement/renewal agreement to be drawn up and signed at a cost of £180 inc. VAT.
- Serve end of tenancy notices if required at a cost of £90 inc. VAT.
- Organise and undertake final inspection to confirm the condition of the property as per original Inventory and schedule of Condition including taking meter readings.

In addition to all to the items above, Oakley Property will also provide the following services for our:

FULLY MANAGED SERVICE (13.8% OF THE MONTHLY  
RENTAL INCOME INC VAT) plus inventory cost

- No direct contact with tenants if preferred.
- Whilst the property is occupied, we will carry out a mid-term inspection initially at 3 months then every 6 months through-out the tenancy and will provide you and the tenants with a written report and photographs of our findings and recommendations. These inspections will be carried out by a professional inventory company at a cost of up to £55+ VAT depending on the size of the property.
- Provide quotes if required for any minor/major works required to the property.
- Arrange for any minor works to be carried out.
- We will co-ordinate any maintenance issues and deal with all communication between the tenant, Landlord and Contractors.
- We will handle payment to contractors by deducting costs from the following month's rent.

- We will endeavour to advise the Landlord of all maintenance issues and consult the Landlord in all cases unless otherwise authorised. In cases of emergency, if we are unable to contact the Landlord we will always act in his/her best interest to deal with the problem and prevent damage to the property.
- Communicate with any third-party regarding neighbour disputes (if relevant).
- Provide a 24 hour service for tenants to report emergency issues over the Easter and Christmas periods.



1

Oakley will deduct our fees and any contractor's bills payable from the first month's rent once received from the tenant. The remaining amount and all paperwork will be emailed to the Landlord(s) within 14 days.

2

Both our Rent Collection and Fully Managed services are subject to an initial fee of £180 inc. VAT which includes the protection of the deposit with the DPS and the drawing up of legal documents (Tenancy Agreement).

3

In relation to our Rent Collection and Fully Managed Services, we will deduct our fees monthly. In the event that a Tenant(s) pays the rent six months in advance, we will pay over all the money in total minus any fees and agreed float money for future expenses.





# Contractor Prices (Inc. VAT)

Below is a guide to our contractor prices, these may vary very slightly depending on which company we use.

## Inventory & Schedule of condition

Studio	£78 Unfurnished	£96 Part/Furnished
1 Bedroom	£96 Unfurnished	£114 Part/Furnished
2 Bedroom	£108 Unfurnished	£126 Part/Furnished
3 Bedroom	£126 Unfurnished	£144 Part/Furnished
4 Bedroom	£138 Unfurnished	£156 Part/Furnished
5 Bedroom	£150 Unfurnished	£168 Part/Furnished
6 Bedroom	£168 Unfurnished	£186 Part/Furnished

## End of Tenancy Check-Out

Studio	£90 Unfurnished	£108 Part/Furnished
1 Bedroom	£102 Unfurnished	£126 Part/Furnished
2 Bedroom	£126 Unfurnished	£144 Part/Furnished
3 Bedroom	£138 Unfurnished	£162 Part/Furnished
4 Bedroom	£156 Unfurnished	£180 Part/Furnished
5 Bedroom	£174 Unfurnished	£198 Part/Furnished
6 Bedroom	£192 Unfurnished	£216 Part/Furnished

## Gas Safe Engineer

Gas Safety Check and Certificate	£72
Gas Safety Check and Boiler Service	£108
Call Out Charge	£72

## Electrician

Call Out Charge	£60
Out of Hours Call Out Charge	£114

## General Handy Man

Call Out Charge	£60
-----------------	-----

## Energy Performance Certificate

To test the efficiency of the property in line with legal requirements	£66
--	-----

## Electrical Installation Condition Report (EICR)

Electrical Safety Check and Certificate	From £168
---	-----------





We have  
a brand new  
head office

## Our Lettings Offices

### Lewes - East Sussex

The Lewes office is situated in a prime location in the centre of Lewes, at the lower end of the High Street. Lewes train station is a short walk.

### The Property Works - Brighton & Hove

The Property Works is our brand new head office, located in central Brighton and provides our staff with a carefully considered, modern working environment. Brighton Train station is within just  $\frac{1}{4}$  of a mile.

### Shoreham - West Sussex

The Shoreham office is situated in a highly visible location on Brighton Road, Shoreham Train Station is within just  $\frac{1}{4}$  of a mile.



Your  
Sussex Property  
Expert



Welcome to  
the Lewes Property  
Hub







## Your Sussex Property Expert

### Head Office, Commercial Property, Land & Development

The Property Works  
30-31 Foundry Street

Brighton BN1 4AT

**T** 01273 688 882

**E** [info@oakleyproperty.com](mailto:info@oakleyproperty.com)

### Brighton & Hove New Homes

The Property Works  
30-31 Foundry Street

Brighton BN1 4AT

**T** 01273 688 881

**E** [brighton@oakleyproperty.com](mailto:brighton@oakleyproperty.com)

### Brighton & Hove Residential Lettings

The Property Works  
30-31 Foundry Street

Brighton BN1 4AT

**T** 01273 688 884

**E** [lettings@oakleyproperty.com](mailto:lettings@oakleyproperty.com)

### Brighton & Hove City Office Residential Sales

3-6 North Road  
Brighton

East Sussex BN1 4AT

**T** 01273 688 881

**E** [brighton@oakleyproperty.com](mailto:brighton@oakleyproperty.com)

### The London Office Residential Sales

40 St James Place  
London

SW1A 1NS

**T** 0207 839 0888

**E** [enquires@tlo.co.uk](mailto:enquires@tlo.co.uk)

### Shoreham-by-Sea Office New Homes Sales Residential Sales & Lettings

380 Brighton Road  
Shoreham-by-Sea  
West Sussex BN43 6RE

**T** 01273 661 577

**E** [shoreham@oakleyproperty.com](mailto:shoreham@oakleyproperty.com)

### Lewes Town & County New Homes Sales Residential Sales & Lettings

14a High Street  
Lewes  
East Sussex BN7 2LN

**T** 01273 487 444

**E** [lewes@oakleyproperty.com](mailto:lewes@oakleyproperty.com)

**[oakleyproperty.com](https://oakleyproperty.com)**



**arla | [propertymark](https://propertymark.co.uk)**

**naea | [propertymark](https://propertymark.co.uk)**



Oakley Property (Sussex) Limited is regulated by RICS. Oakley New Homes and Oakley Property are trading names of the associated companies Oakley Property (Sussex) Limited (Company No. 3295239), Oakley Property (Shoreham) Limited (Company No. 10860228) and Oakley Residential (Lewes) Limited (Company No. 09344024), whose registered offices is at 85 Church Road, Hove, East Sussex, BN3 2BB. A full list of company directors is available on request and can be found on our website.