

AN INTRODUCTION TO SKYE LETTINGS

Skye is a refreshingly modern specialist letting agents founded on the ethos of providing unrivalled customer care whilst delivering fast results ensuring Landlords maximise the income potential for their investment.

Skye is a totally independent lettings and management company founded and run by successful local professional estate agents.

We recognise that our clients will have a widely differing range of circumstances and therefore we think it important that whilst we have devised a lettings and management service it is very much the case that one size doesn't fit all and as thus we fit the service around each clients different needs.

Whilst there are complex laws surrounding the letting of a residential property we try to ensure matters are uncomplicated and that we minimise any risk by professionally managing your investment.

We have carefully looked at our brand image because we wanted our brand to reflect how differently we want to operate and therefore we wanted a clean, modern and professional brand that stands out, which can be seen by our distinctive to let boards, our web-sites and our local advertising.



The People

Duncan Thomas

With over 15 years experience in estate agency Duncan has enjoyed a very successful career working primarily in the corporate sector of the market and has worked as an Area Manager in Hampshire and Berkshire. Most recently Duncan was employed as the Regional Partner for the West Country for a national company and responsible for eleven offices spanning from Plymouth up to and including Portishead. These offices dealt with Residential Sales, Residential Lettings and New Homes and Duncan was responsible for over 60 staff. Duncan lives in Tiverton with his Fiancée.

Alex Kennardsmith

Local to Tiverton Alex has also enjoyed a particularly successful career to date. After leaving college Alex sought a job in estate agency, and duly got one after his first interview, the employer recognising his potential straight away. In Alex's first year he was the top negotiator in his region, which accounted for some 60 staff. Alex was promoted through the ranks very quickly and has most recently been employed working in Exeter.



The logo is an oval shape divided into three horizontal sections. The top section is light blue and contains a large, stylized white letter 'S'. The middle section is a darker blue and contains the word 'SKYE' in white, uppercase letters. The bottom section is a light blue gradient and contains the words 'LET BY' in large, white, uppercase letters, followed by the phone number '01884 253044' in white, uppercase letters.

How your property will be marketed

- All potential tenants will receive a call encouraging them to view
- All viewings will be accompanied 6 days a week
- Distinctive advertising in the Tiverton Gazette
- Via the Internet at www.skyelettings.co.uk
- Via the Internet at www.rightmove.co.uk the U.K's largest property portal and providing national marketing for your property
- Distinctive 'To Let', 'Let By' and 'Managed By' boards
- Regular contact with relocation companies
- Daily updated property lists
- Property lists e-mailed to potential tenants
- Advert hotline every Tuesday open 'till 7pm

SKYE

LET BY

01884

253044

MORE AND MORE TENANTS ARE USING THE INTERNET

FACT!

76%

of tenants
viewed property
they saw on the
internet*

*Rightmove Homemover Survey 2005.

THAT'S WHY WE ADVERTISE ON THE UK'S NUMBER ONE PROPERTY WEBSITE

3 million

rental searches on
Rightmove every month



WE COMBINE THIS EXPOSURE WITH OUR LOCAL EXPERTISE AND REGULAR UPDATES



This combination helps you
keep vacant periods to a
minimum and maximise
your rental returns



Service Levels

Tenant Find Service

- We will market your property to prospective tenants
- We will feed back to landlords after every viewing
- We will provide a weekly update on progress up to the let-date
- We will carry out independent credit and reference checks
- We will provide tenancy agreements and relevant notices to protect your legal rights
- We will prepare an inventory of contents and their condition
- We will check-in your tenants and remit to you the landlord
- We will notify relevant authorities, utility companies, on change of occupancy

Fully Managed Service

- We will market your property thoroughly as per tenant find service
- Select your tenants
- Carry our reference and credit checks
- Draw up tenancy agreements
- Prepare inventory of contents and their condition
- We will notify relevant authorities, utility companies, on change of occupancy
- Ensure timely rent collection
- Provide regular statements
- Organise cost-effective maintenance
- Undertake quarterly property checks to ensure your investment is in good order

SKTE

MANAGED BY

01884

253044

Compliance with All Safety Regulations

We will ensure that your property complies with all necessary safety regulations, including Furniture and Furnishing (fire safety) Regulations 1993 and Electrical Equipment Safety Regulations 1994.

Cost Effective Maintenance

We will organise any repair work using a contractor of your choice or one of our qualified and approved contractors. We will ensure that all work is carried out both cost effectively and professionally.

Information and Advice

We will be happy to discuss any areas of letting or managing your property, which could encompass one or more of the following topics, but we will also do our very best to answer any more specific queries affecting you specifically: -

- How much rent can I ask?
- What is included in the rent?
- What is better, furnished or unfurnished?
- Does my furniture comply with safety regulations?
- What type of tenancy is most appropriate?
- What deposit does the tenant pay?
- What are my responsibilities regarding insurance?
- What about tax?
- Do I need to consult my Mortgagee?
- What are the implications of my property being leasehold?

LANDLORDS CHECKLIST

Have you informed your Building Society/Mortgagee/Lender?

Have you informed the Head Lessor?

Do your furnishings comply with the Furniture & Furnishings (Fire) (Safety) (Amendment) Regulations 1993?

Are you in possession of a valid Gas Safety Certificate from a CORGI registered tradesman to comply with the provisions of the Gas Safety (Installations and Use) Regulations 1994?

Have you arranged for your electrical appliances, including central heating boiler, to be covered by maintenance contracts and have they recently been serviced as recommended by Electrical Equipment (Safety) Regulations 1994?

Have you arranged to forward your mail?

Are you fully covered for insurance, ie buildings and contents?

(a) If not, we can help you?

(b) Have you informed your insurers that the property is now to be tenanted?

Have you employed the services of an accountant?

Have you provided us with keys?

Have you left all instruction manuals and guarantees in one place?

If you have a garden has it been left in good maintainable order with the necessary gardening appliances available?

Please ensure that you have a working telephone line at the property
It is essential the property is left in a clean and tidy condition

Please note the following:

-No food should be left in the kitchen

-All linen should be left freshly laundered

-Cupboards and wardrobes to be emptied of all personal effects

-Garage to be left empty