



digsproperty.co.uk

OUR SERVICES

"I was very impressed by the service provided by Digs. Throughout the whole process I was in contact with one person and their professional yet friendly attitude is truly exemplary; I would highly recommend them to any landlord".

Mr Khan: Landlord

"It has been a pleasure to deal with a new letting agent with such enthusiasm and knowledge of the local market".

Mrs F Lochrane: Landlord

We maintain a flexible attitude to adapting our service to meet your individual circumstances & needs.

Tenant Finder:

- Visiting you at your property, and providing a rental valuation and any other advice which you may require about letting your property.
- Advising you on compliance with the various safety regulations.
- Locating suitable tenants. Your property will be advertised if necessary, however we are perfectly placed to attract waiting tenants from the surround Universities, Hospitals and other Companies. Advertising includes postings on numerous property Portals, Erection of a 'to let' board outside the property, posting on our website.
- Accompanying tenant applicants to view the property.
- Obtaining and evaluating full references and credit checks.
- Preparing a suitable tenancy agreement and arranging signature by the tenant.
- Collecting a tenancy deposit which will be treated in accordance with current legislation, and subsequently the first month's rent.
- (OPTIONAL): preparation of inventory and schedule of condition (Charges may apply)**
- Checking the tenant into the property and agreeing the inventory
- Supervising the transfer of gas, electricity and council tax accounts into the tenant's name.

Fee: 1 months rent (8.3% of annual rent), chargeable when tenancy commences

Tenant Finder and Rent Collection:

As with the Tenant Finder package but in addition we would receive rental payments monthly in advance, and paying you promptly, together with detailed monthly statements from our computerised management systems.

Fee: 10% - chargeable when rent is received each month

Full Letting and Management Service:

As with our Tenant Finder and Rent Collection service, but in addition:

- (OPTIONAL): preparation of inventory and schedule of condition (Charges may apply)**
- If required paying regular outgoings for you from rental payments.

 01865 910 130  info@digsproperty.co.uk



Digs Property, Sandford Gate, East Point Business Park, Oxford, OX4 6LB

Company Registered Number: 09505213 VAT Number: 217 5772 93





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- Inspecting the property periodically, and reporting any problems to you.
- Arranging any necessary repairs or maintenance, first liaising with you in the case of larger works.
- Keeping in touch with the tenant on a routine basis, and arranging renewals of the agreement as necessary.
- Checking tenants out as required, re-letting and continuing the process with the minimum vacant periods to ensure that you receive the optimum return from your property.

Fee: 12% - chargeable when rent is received each month

****Charges for preparation of an inventory and schedule of condition are quoted on application.**



All prices quoted include VAT where appropriate

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