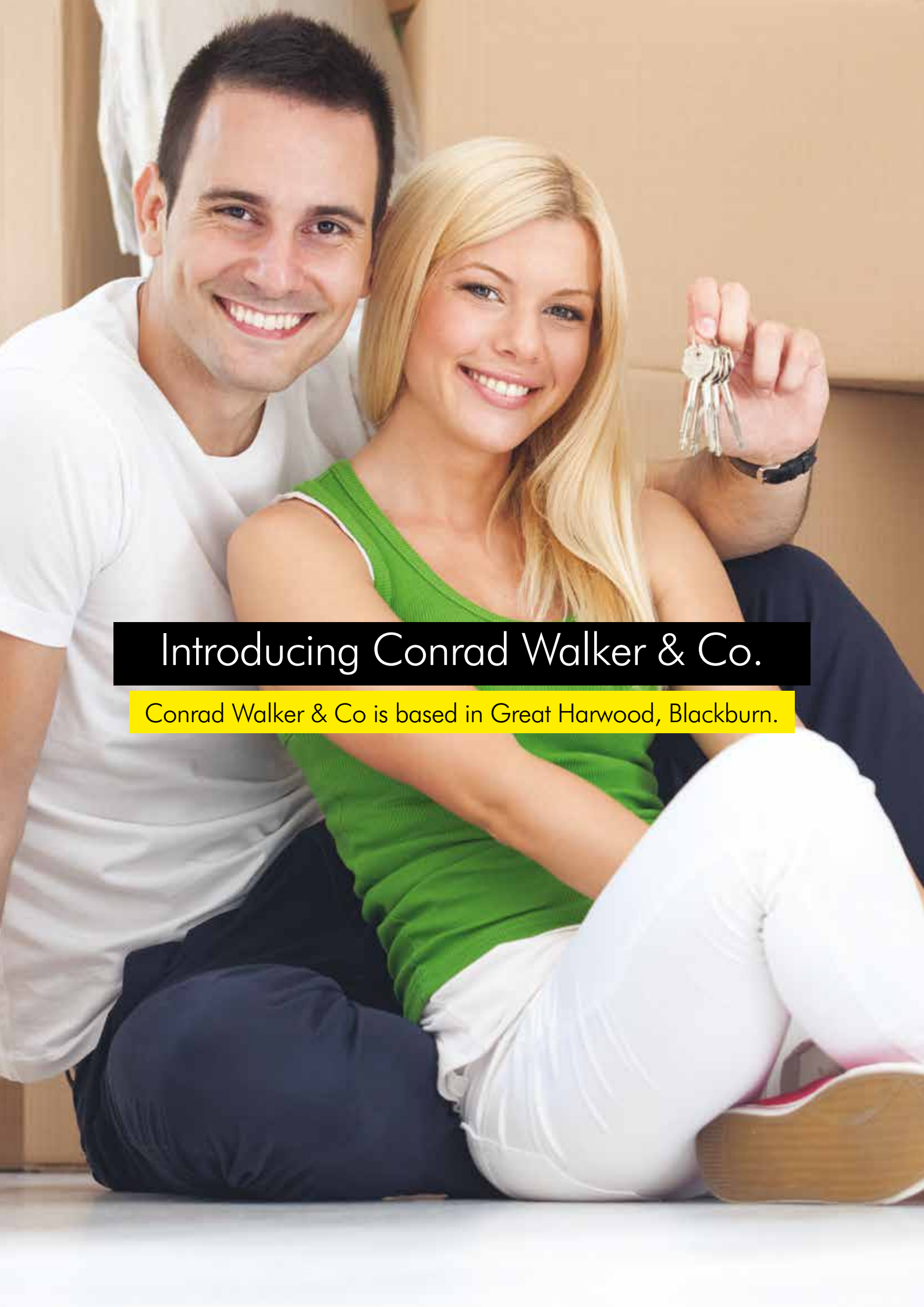


Conrad  
**Walker**  
& company  
lettings

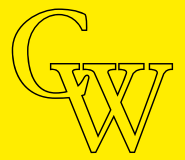
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## Introducing Conrad Walker & Co.

Conrad Walker & Co is based in Great Harwood, Blackburn.



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**We are a non-franchise independent dedicated lettings and property management agency who pride ourselves on delivering a quality service with a key focus on customer satisfaction for both landlord and tenants, with over 12 years experience specialising solely within the rental sector.**

**We do not mix letting with selling.**

*“Our ethos is to aim for no void periods; rents paid promptly, the property left in good order and to offer you the highest level of professional service whilst offering the most competitive prices.”*

# The Conrad Walker & Co. Service

## Renting your property

We will appraise your property and recommend a suitable market rent and advise you on any work, which might be necessary to comply with legislation before you can rent out the property.

## Marketing

Your property will be added to our rental list, a full colour brochure will be displayed in the shop, property portal advertising with zoopla, property displayed on our website and a 'To Let' board erected at the property.

## Accompanied Viewing

A member of Conrad Walker & Co. will always accompany prospective tenants on a viewing of your property.

## Finding the right Tenant

We understand that placing the right tenant in your property is most important. Each prospective tenant is put through an Independent referencing company's in depth application procedure. Housing benefit applicants must have a suitable guarantor which meets our requirements and a home inspections is also carried out on any prospective tenant.

## EPC (energy performance certificate)

This legislation was introduced in October 2008 where as each property requires a certificate before it is marketed. We have in house surveyors to carry this out.

## Rent Collection/Landlord Payments

We will collect the rent on your behalf and once cleared, we will pay the balance less commission and any property maintenance carried out to you between the 7th - 9th of the month. Payments are made through the BACS system into your account and a rent statement is then sent out to yourself.

## Rental Guarantee Service

This is a scheme where Conrad Walker & Co. guarantees the rent for the duration of the Tenancy Agreement, (subject to terms and conditions) please contact our office for further information. We work in partnership with professional insurance specialists.





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## Agent Switch Service

Our Agent Switch Service has proven to be very popular to a number of Landlords and Investors whose properties have been in current tenancies when they have decided to seek an alternative management service.

We are often approached by landlords who are suffering poor service and increasing fees from their current agents, who feel trapped by the thought that they are only able to switch agents when the tenants vacate. In fact, it is possible to change over the management service whilst keeping the current tenants in place and at Conrad Walker & Co; we provide this service FREE OF CHARGE and co-ordinate the whole process meaning no hassle for the landlord!

**Contact us for more details**

**t: 01254 887150 e: [info@conradwalker.com](mailto:info@conradwalker.com)**

# The Conrad Walker & Co. Service *cont.*

## Inventory and Vacation

We will undertake a written inventory of all the contents, fixtures and fittings of your property of which the tenant will require to sign. At the end of each tenancy we will inspect the property and do a vacation report and note any damage or deficiencies that may have occurred.

## Deposit

As from the 6th April 2007 a deposit protection scheme was introduced. This is a government backed scheme where all deposits will be protected and registered by law.

## Property Maintenance

All repairs are attended to as soon as possible so no inconvenience is caused to the tenant, our policy is to treat them as you would want to be treated. In any unfortunate circumstances where an emergency may occur we have qualified tradesmen at hand and if we are unable to contact yourself then Conrad Walker & Co will authorise the works on your behalf to the maximum value of £150.00. For non emergency work, we will obtain quotes and get your instruction before any works are carried out.

## Insurance

As an existing or prospective Landlord you will no doubt be keen to ensure that your investment is adequately protected. Therefore buildings cover is recommended. Contents insurance is the tenants responsibility, if the property is unfurnished at the time of letting. We have partnered with an insurance company should you require a competitive quote. We work in partnership with professional insurance specialists.

## Property Inspections

This will be carried out every 3 month's for the duration of the Tenancy Agreement any unfortunate discrepancies that do occur will be noted.

## Landlord Responsibilities

If the property is furnished, fire resistant labels must appear on all upholstered items. A qualified electrician must pass any appliances and gas must be checked annually by a qualified person. (Please note that if this has not been done before the tenant moves in we will have to authorise a gas safe plumber to pass the property and issue a certificate).



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# Service Options

Service	Option 1 Full Management	Option 2 Let Only
Property appraisal	✓	✓
Referencing and home inspection	✓	✓
Marketing	✓	✓
Tenancy agreement	✓	✓
Inventory	✓	✓
Secure deposit and 1st month's rent	✓	✓
Bank mandates to pay rent	✓	✓
Deposit protection certificate	✓	✓
Rent collection	✓	✗
Check in/check out	✓	✗
Meter readings/service provider notices	✓	✗
Quarterly inspections	✓	✗
Property maintenance	✓	✗
Arrange gas certificate - annual inspection	✓	✗
Handle any insurance claims	✓	✗
Director one to one meetings	✓	✗
Void management	✓	✗

t: 01254 887150

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