



Landlord Information

How we let your property

You wish to let your property and would value guidance that proceeds carefully and calmly. We take the organisation off your hands, check matters conscientiously and never lose sight of the fact that, in the end, people should be a good fit for one another. On this sheet we show you how a letting works with us and what we require from you.

— STEP 1

Brochure and documents

First we prepare the presentation of your property. We produce professional photographs and a compelling brochure that clearly brings out the merits of your flat or house. At the same time we review the documents already available and add whatever is still missing for a reputable marketing effort.

— STEP 2

Enquiries and viewings

We answer every enquiry reliably and coordinate the appointments, so that you need not concern yourself with anything. We conduct the viewings in person and thereby form a first impression of the prospects. You receive a clear response from us on who is a suitable candidate for your property.

— STEP 3

Meeting and contract

Once you have decided on a tenant, we arrange a personal meeting if you wish. We then prepare the tenancy agreement in full and accompany you at the signing. With that the letting is complete and your flat handed over to people who genuinely suit it.

— STEP 4

Marketing with reach

We then present your property where suitable prospects are looking: on the relevant portals and through our social media channels. In addition, we inform registered clients who are already actively searching. In this way we often reach the right people even before the wider publication.

— STEP 5

Selection with confidence

Before we propose anyone to you, we check credit-worthiness and ask the prospects to complete a tenant self-disclosure. You will find the appropriate template in our tenant self-disclosure practical guide. This creates a sound basis on which you can decide in your own time.

— DOCUMENTS

What we require from you

For a smooth letting we need a few documents: the service charge statement, the electricity cost statement, floor plans, the living area calculation and the Energy Performance Certificate (EPC), which we are glad to obtain for you on request. We also agree the form of contract with you, such as the type of rent, a fixed or open-ended term, as well as questions of deposit, parking space and any exclusion of the right to terminate. The more precisely we know your wishes and your ideal tenant, the more accurately we can work for you.

The right tenant pays off in the long term, not the quickest conclusion.

LET'S TALK

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