

Bond and Sherwill Property Management Letting Terms & Conditions



Our firm was established in 1908 and is strategically placed in Coulsdon Town Centre.

We specialise in the lettings of all types of residential and commercial property.

We receive daily enquiries from the public looking for property to rent.

Our procedures for letting a residential property are - by appointment we will carry out an inspection of the property and a free current market rental appraisal. We will also discuss with you all the implications in renting out property.

Once we receive your instructions to offer the property to let it will be fully advertised in our local office, the local papers, Rightmove.co.uk and our also on our Web site until a suitable tenant is found.

Initially we take up references of any prospective tenant and if these are satisfactory we prepare an Assured Shorthold Tenancy Agreement for a minimum period of six months or longer. We prepare two Assured Shorthold Tenancy Agreements both of which are signed by the tenant and the landlord or his agent in the presence of a witness. One Agreement is retained by the tenant and one by the landlord or their agent. The Agreement will remain in force after the expiration of the initial period with the owners agreement. Once the Assured Shorthold Tenancy has exceeded its initial period, the landlord has to give two months notice when possession is required and the tenant likewise one month's notice.

At the commencement of the tenancy the tenant pays one month's rent together with a deposit which is usually equivalent to one month's rent which we hold as stakeholders between the two parties in connection with any dilapidation's or non payment of service accounts at the end of the tenancy and which is protected on behalf of the owner and tenants with 'My deposit'.

We notify all the service providers of the change of consumer from the date of the commencement of the tenancy, i.e. gas,

electricity, water rates and council tax. The incoming tenant has to make arrangements direct with BT for registration of the telephone.

We collect the rent monthly in advance from the commencement of the tenancy, forward a statement each month to the landlord and pay the rent into the landlord's bank or building society account or send a cheque direct to the landlord, depending on instructions.

If the property is let furnished, we can arrange to have an inventory made on your behalf otherwise you may wish to draw up your own list of items left at the property, which we keep on file and check at the expiration of the tenancy.

We have full time maintenance contractors who deal with any minor repairs that may occur. Should any larger repairs be required, we will obtain an estimate and submit it to the landlord for consideration.

By law the landlord or his agent is responsible for making sure there is a current Gas Safety Certificate available to the tenant at the beginning of the tenancy which confirms that all the gas appliances and pipe work from the meter have been tested and passed for safety by a Gas Safe registered gas fitter. If a safety certificate is not available we arrange for the test to be carried out and a certificate issued upon the landlord's behalf.

If there is any further information or assistance you may require we shall be happy to meet you at the property or at our office to discuss the matter more fully with you.

We are a member of the HomeLet Organisation.



Contact Us

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