

## Where do we go from here?

If you have a property you would like us to manage please contact us.

We will:-

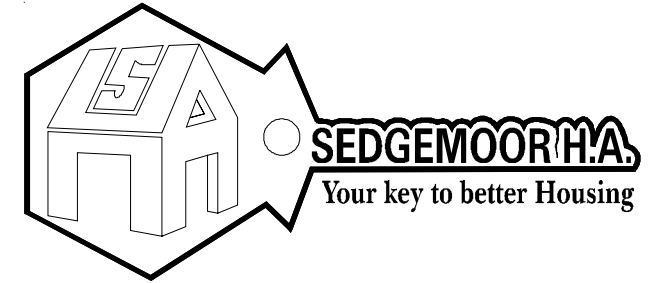
- look at your property
- advise on pre-agreement repairs (if any) to bring the property to a lettable standard
- suggest a rent appropriate to your property
- prepare our standard agreement

You need to:-

- discuss with your mortgage lender (if you have a mortgage)
- discuss with your property insurer
- tell the Inland Revenue

## PLEASE NOTE

The Company would usually expect to enter into an agreement for a relatively long time eg. 5 years.



# MANAGING AGENCY

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This document is available in other formats (eg in large print or on CD), please contact us if you require a different format.

*January 2009*

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[www.shal.org](http://www.shal.org)

## **Introduction**

Many people have property which could be let to people in need of somewhere to live. Some are new to letting property. Many such landlords would see this as a sideline to their normal work and something of a problem. Many “sideline” landlords have let property in the past and have had a bad experience of it. This is where a managing agent fits in.

## **Who can be a managing agent?**

There is no regulation or nationally approved standard, although many established bodies are members of professional or trade organisations, therefore, landlords need to have confidence that the managing agent chosen is professional with a record of success.

## **What is Sedgemoor Housing Management Services Limited?**

The Company is a wholly owned subsidiary of SHAL Housing Ltd. SHAL is a “not-for-profit” organisation with charitable objects supervised by the Tenant Services Authority (a Government body who tightly monitor work done by Associations). SHAL provides rented housing in Somerset.

However, SHAL does not supply services to private landlords and the Company was created to do just that.

Based in the same office as SHAL but separate from it, the Company manages housing for many private landlords. It is a Quality Assured Company and all systems meet the international standard BS EN ISO 9000 and as such the Company is monitored by the British Standards Institution.

## **What will we do?**

Our standard agreement states that we will:-

- find a tenant
- prepare an assured shorthold tenancy agreement
- collect the rents
- deal with any arrears
- organise day-to-day repairs with an estimated cost below £100.

We will send you a monthly statement showing:-

- rent collected
- repairs paid for
- our fee (10% of above)
- VAT
- balance (paid to you by cheque, or paid into your bank account)

We provide all stationery, computerised record keeping and a 24 hour emergency service as part of the fee.

**PLEASE NOTE** we charge a fee of 12½% (+VAT) for all debts recovered from tenants in occupation at the start of our management agreement.

**THERE ARE NO “START UP” FEES OR HIDDEN EXTRAS**