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GUILDCREST ESTATES

Introduction

As a landlord, we understand the importance of finding the right tenants for your properties. At Guildcrest Estates, we specialise in connecting landlords with reliable and responsible tenants to ensure that we find the perfect match for your rental property.

Our extensive network and screening process ensure the perfect match. From marketing to background checks, we handle the entire tenant search process, arranging and accompanying viewings, preparing and completing the lease, completing an inventory with photographs, taking meter readings and handing over the keys, alleviating your stress and maximising your property's potential.

Extensive Tenant Finding

With Guildcrest Estates, landlords can gain access to our extensive tenant network, increasing the chances of finding reliable and responsible tenants quickly.

Comprehensive Screening Process

We prioritise your peace of mind by conducting thorough background checks on potential tenants, through Let Alliance, ensuring they meet the necessary criteria.

Hassle-Free Tenant Management

From marketing your property to negotiating lease agreements, Guildcrest Estates takes care of all tenant -related administration, allowing landlords to enjoy a hassle-free rental experience.

Expert Rental Market Knowledge

As a recognised, local Lettings Agent, we have extensive knowledge of the surrounding areas, and are known to those looking to find a rental property.

Our team's expertise and experience in the rental market has earned us an excellent reputation as a trusted partner through the landlord experience.

Guildcrest Estates offers valuable guidance on property optimisation, lease agreements, and legal requirements.



Memberships & Deposit Protection

We Are Regulated

We take our responsibilities very seriously and want to assure all clients that we follow a strict code of conduct. We are fully committed to compliance with Consumer Protection Regulations, The Property Ombudsman as well as our regulatory membership with the governing body, Propertymark. Our comprehensive tenant checks are through Let Alliance and our deposit scheme is with Tenancy Deposit Scheme (TDS) we are also registered members of Client Money Protect (CMP).

Our team's expertise and experience in the rental market has earned us an excellent reputation as a trusted partner through the landlord experience. Guildcrest Estates offers valuable guidance on property optimisation, lease agreements, and legal requirements.



Client Money Protection (CMP)



Inventory Hive™



mydeposits

arla | propertymark

PROTECTED



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Our Services & Fees

Our highly experienced Lettings Team offer a range of comprehensive services, from finding a suitable tenant to a fully managed lettings arrangement.

We strongly advocate for our clients to take our Fully Managed service, particularly considering the ever-evolving legal landscape, which can be challenging to navigate while staying fully up-to-date and compliant as well as maintaining thorough up to date records and audit logs.

Tenant Introduction Service (Pre-tenancy)

This service includes:

- An introduction to your dedicated lettings agent to discuss your requirements.
- A visual assessment and advice if need, to bring the property up to the standard required.
- A checklist of specific documents required to ensure you are compliant with current legislation.
- Actively marketing your property on our websites, Rightmove, On the Market, Zoopla, social media platforms and through our regular newsletters and call outs to clients on our database.
- Holding keys securely.
- Arranging and conducting all viewings.
- A comprehensive background check and identity checks of all applicants through Let Alliance.
- A report sent to the landlord with suitable potential tenants.
- Taking and recording meter readings.
- Liaising with the landlord and tenant regarding any alterations requested.
- Arranging for the first month's rent to be paid to the landlord.
- Meeting the successful tenant to issue keys.

Set Up Fee (Tenant Introduction Only) £850 + VAT (£1020 Inc. VAT).



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Fully Managed Service

Set Up Fees (Pre-tenancy)

This service includes:

- An introduction to your dedicated lettings agent to discuss your requirements.
- A visual assessment and advice if need, to bring the property up to the standard required.
- A checklist of specific documents required to ensure you are compliant with current legislation.
- Actively marketing your property on our websites, Rightmove, On the Market, Zoopla, social media platforms and through our regular newsletters and client database updates.
- Holding keys securely.
- Arranging and conducting all viewings.
- A comprehensive check of all applicants through Let Alliance.
- Identity checks.
- A report sent to the landlord with suitable potential tenants.
- Taking and recording meter readings.
- Liaising with the landlord and tenant regarding alterations requested.
- Arranging for the deposit to be taken and held, through the Tenant Deposit Scheme.
- Arranging for the first rent payment to be made to the landlord and providing the tenants standing order mandate.
- Meeting the successful tenant to issue keys.
- All maintenance issues are recorded and works arranged.

Set Up Fee (Tenant Introduction Fully Managed Service) £650 + VAT (£780 Inc. VAT)



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Fully Managed Fee

(During Tenancy)

This service includes:

- Acting as the main contact between the Landlord and the Tenant.
- Collecting and processing the rent.
- Accounting to you monthly or annually, including statements.
- Coordinating essential and routine maintenance through our approved contractors whilst still allowing you your choice of contractor if necessary (who must have the necessary indemnity and liability insurances in place)
- Routine visits every tenancy term.
- Annual gas safety organisation and serving/evidencing the relevant certificate to the tenants within the statutory time frame.
- Rent increase and tenancy negotiations.
- Chasing arrears and serving the statutory correspondences.
- Advising you on your statutory position where necessary.
- Serving the relevant section notices to regain possession.
- Finalising the end of tenancy, ensuring the tenant is checked out and the property is returned to its original condition allowing fair wear and tear.
- Negotiating the deposit release.
- Re-marketing strategies.

Fee 12% plus VAT (Inc VAT 14.4%)



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Tenancy Renewal

This service includes:

- Current market assessment.
- Inviting both landlord and tenant to renew.
- Negotiating the term.
- Negotiating the rent.
- Negotiating any additional special condition clauses.
- Drafting of the new agreement.
- Arranging the signing of the new agreement for both parties so that a new term is entered in to.
- Associated administration in documenting the entire process and safe storage of the necessary documentation and maintaining audits.

Tenancy Renewal Fee: £85.00 + VAT (Inc VAT £102)



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Additional Services

Additional services not included in the Tenant Introduction Service but that can be added:

Guarantor Fees

Credit referencing, identity checks and preparing a Deed of Guarantee (or included in the Tenancy Agreement).

£60 + VAT (£72 inc. VAT) per guarantor.

Permitted Occupier Fees

Explaining the rights and responsibilities, to the named tenant, to any permitted occupier.

£60.00 + VAT (72 inc. VAT)

Inventory And Schedule Of Condition

Completion of a full and comprehensive inventory with photographs, using Inventory Hive.

No. of Bedrooms	Inventory	Inventory & Check In	Check Out	Mid Term Inspection
Studio	£75	£95	£70	£45
1	£105	£125	£95	£45
2	£120	£140	£105	£50
3	£135	£155	£115	£55
4	£155	£175	£130	£60
5	£175	£195	£145	£65
6+	POA	POA	POA	POA

Deposit

Arranging for the deposit to be taken and held, through the My Deposit Scheme.

£35 + VAT (£42 inc. VAT).

Accompanied move in day

Being present at the property to welcome the new tenants. To do a walk round with the new tenants to confirm and sign off the inventory and schedule of condition, show where the stopcock and the gas and/or electricity meters are.

£130 + VAT (£156 inc. VAT)

Landlord's & Tenant's Folders

Landlord's Folder

When the rental agreement is agreed and signed by both parties, you will receive a comprehensive Landlord's Pack.

The pack includes:

- A copy of the deposit invoice
- A copy of the first month's rent invoice
- The signed Lease
- The signed Deposit Deed
- A schedule of condition which includes the inventory and photographs, signed by the tenant (if requested)
- Details of any alterations agreed by both parties
- Meter readings, taken on the day the Lease commences
- Contact details of the Tenant
- A copy of the Lettings Agreement



Tenant's Folder

When the rental agreement is agreed and signed by both parties, the Tenant will receive a comprehensive Tenant's Pack.

The pack includes:

- A copy of the deposit invoice/receipt
- A copy of the first month's rent invoice/receipt
- The signed Lease
- The signed Deposit Deed
- A schedule of condition which includes the inventory and photographs, agreed and signed by the tenant (if requested)
- Details of any alterations agreed by both parties
- Meter readings, taken on the day the lease commences
- Contact details of the Landlord



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Privacy Policy & Data Protection

Purpose of this privacy policy

At Guildcrest Estates, we are committed, to ensuring your privacy is protected.

This privacy policy sets out how we collect and process your personal data through your use of the information you provide directly to us on our website. It will also tell you about your privacy rights and how the law protects you.

The personal data we hold is held with consent, it is accurate, relevant, and adequate. It is kept secure, and up to date and is not retained for longer than necessary. We adhere fully to the Data Protection Act 1998 and General Data Protection Regulation (EU) 2016/679. By providing your information and using our site <https://guildcrestestates.co.uk> you confirm that this privacy policy has been read and understood.

The data we collect from you:

The personal information commonly collected from you to provide and improve our service to you may include the following:

- Your full name and contact details (this will include your contact telephone number, email address and postal address).
- Your communications with us, including a record of the email or telephone correspondence you created when you contacted us.
- Usage information about visits to our website and use of our site. This is to enable our website to remember information about you and your preferences. Please read our Cookie Policy for further information, which you will find on our website.

Your personal information may be used for the following purposes:

- To fulfil our obligations to you when providing you with our services.
- Communication with you during the period that we are providing a service to you.



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- To share your information with others where necessary to fulfil our services for you or when acting as the agent for a third party on your behalf.
- To provide analysis or valuable information so that we can improve our service to you.
- To provide you, or to enable third parties to provide you with information about goods or services we feel may interest you, where permission has been given or you are an existing customer.
- To notify you about changes to our service.
- To ensure that content from our site is accessible and to detect and address any technical issues.
- To allow you to participate in interactive features of our site.

We will not share your information with third parties for marketing purposes.

We will retain your personal data for different periods of time, depending on the service(s) that you have chosen with us. We keep your personal data in accordance with the regulations or in the event of a legal claim or complaint.

Failure to provide information If you fail to provide personal information that we are required to collect from you, by law or under the terms of a contract we have with you, we may not be able to perform the contract we have or are trying to enter with you. Products and services may also be cancelled.

By signing this agreement, you agree to the collection and use of information in accordance with this policy. You do have the right to withdraw any consent you have given us to process your personal data.

Please note if your consent is withdrawn, it will not affect the lawfulness of any processing of your personal data that we carried out before your consent was withdrawn. Should you change your consent preferences at any time contact Guildcrest Estates Ltd - Lettings:

By email: lettings@guildcrestestates.co.uk

In writing to: 1 The Laurels, Manston Business Park, Ramsgate, Kent, CT12 5NQ

Name:

Signature:

Date:



GUILDCREST ESTATES

Contact Us

Guildcrest Estates - Lettings

1 The Laurels

Manston Business Park

Ramsgate

Kent

Ct12 5NQ

01843 272200

Lettings@guildcrestestates.co.uk

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