



MarshallVizard

A PASSION FOR PROPERTY

LETTINGS INFORMATION GUIDE



Thank you for considering using Marshall Vizard

Your choice of agent will be based on many different factors. We aim to be the best option available, based upon our experience in marketing similar properties to yours, our proven track record, our large market share and our eagerness to help. In addition you may be influenced by the location of our office right by Watford Junction Station, our use of emerging technologies, our registration with several different professional bodies as well as our experienced and continually trained staff or maybe because we are an independent local business with both partners working in our office.

Perhaps the most compelling reason is our goal to organically expand our business by retaining our existing clients as well as receiving referrals and recommendations from people who have used us. We are aware that the only way that we will do this is by giving great advice and providing an exceptional level of service. There is no other way.

THE IMPORTANCE OF EXPERIENCE

Letting out your home or investment portfolio, like most things in life, is easy when everything goes well. Our value, as your agent, will show in two distinct areas.

Firstly with the experience that we have accumulated, we will give you as much information as we have available to allow you to form an opinion as to whether a prospective tenant is right for your property, before the tenancy starts - the right tenant in the right property is more likely to result in a great tenancy. Secondly, if something should go wrong, as part of our managed service, we will be there to advise on the best course of action and implement your instructions with the goal of coming to the best outcome for you, as the landlord.

LOCATION, LOCATION, LOCATION

Watford Junction Station is the transport hub of the area and with on-going plans to expand and upgrade, it looks set to keep that crown.

Our location right by the station, close to the busy Clarendon Road business district and highly visible from the traffic lights by the Station Road and St Albans Road junction means that thousands of people see our branding everyday. This also means that professional prospective tenants are more likely to be pop in their way to and from the station, calling us to see the available selection or looking on our website.

More traffic to us means a greater choice of available tenants for your property.



MARKETING

We realise that the more exposure that we have, gives us a greater choice of tenants available to you.

Our broad marketing is designed to maximise our chances of finding the right tenant for you. The mix we use includes our own optimised website, we advertise extensively on the market leading national portals including Rightmove, Findaproperty and Prime Location as well as others, we use local newspaper campaigns, our To Let and Let By boards are visible all over town, we are constantly networking to promote properties and we even Tweet!

Our best marketing asset is our staff, professional and motivated, we listen, we keep in touch with our contacts, we want to be in the right place at the right time to find the right tenant.

BIG ENOUGH TO COPE?!

A well used and corny line, what it means to you is that our lettings department is an integral part of our whole business, it is not just an add on that we have had to set up during a turbulent sales market.

In house we have a property management department, an inventory clerk and well as a strong Negotiating team backed up with an administration section. Dedicated staff means that we are interested in your property.

SERVICE OPTIONS

We have three main service levels (listed overleaf) - they are designed for you to choose how involved you want to be in the day to day management of the tenancy.

These options appeal to most of our clients, however, if you want work with us in a slightly different way then please talk to us.



SERVICE OPTIONS	LET ONLY	RENT RECEIVING	MANAGEMENT
Marketing appraisal and advice	•	•	•
Photographic shots of your property	•	•	•
Using an appropriate mix of marketing	•	•	•
Accompanied viewings	•	•	•
Verbal discussion of prospective tenants circumstances	•	•	•
Referencing via an independent and specialised tenant referencing service including credit checking	•	•	•
Preparation of the tenancy agreement for your approval	•	•	•
Preparation of an in house inventory	•	•	•
Notify the gas, electricity, water supplier and council tax of the new occupiers details to set up accounts with them	•	•	•
Instructions sent to bank to set up a standing order for rental payments	•	•	•
Sign up tenants, collect first months rent, collect security deposit	•	•	•
Register the security deposit with the dispute service	•	•	•
Issue section 21 notice when instructed	•	•	•
Renegotiate rent terms and re issue paperwork at the end of each agreement	•	•	•
Payment by tenant into our clients account of monthly rent	-	•	•
Monthly landlord statements	-	•	•
Chase tenant in the event of non payment by phone, visits, letters as appropriate and offer alternative payment methods	-	•	•
Conduct four monthly property visits	-	-	•
Arrange annual gas safe certificate	-	-	•
Deal with maintenance issues with the landlords instructions	-	-	•
Liaise with buildings insurers to progress any relevant claims	-	-	•
End of tenancy checkout	-	-	•
Negotiate any deposit deductions with outgoing tenants	-	-	•

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