



# LETTINGS & MANAGEMENT

## RESIDENTIAL LETTINGS

Atwell Martin is an established firm of Chartered Surveyors who specialise in the letting and management of residential property throughout North Wiltshire and the surrounding counties. We understand the swift dynamics of the lettings market, the need for correct presentation as well as the maze of legislative and administrative controls that have to be adhered to. Whether an owner occupier or investor at whatever scale we have the teams in place to make your properties perform.

Property management can be time consuming and often aggravating. Atwell Martin has an experienced team of professional staff who are suited to the differing skills of Letting, Management and Accounting. We are governed by the professional rules of conduct of the Royal Institution of Chartered Surveyors as well as subscribing voluntarily to the Ombudsman Scheme.

Our high exposure to the New Homes market also enables us to offer a Pre-Let Service tailored to the needs of off plan purchasers.



For more information please contact

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## PROPERTY MANAGEMENT

Our property management team has the experience, perseverance and attention to detail that is required to efficiently run a family home or corporate rental portfolio. We understand the requirements of different owners and respect the tenant's position. In this way we ensure the smooth running of each tenancy and the timely payment of rent.

Atwell Martin's property management service includes:

- ▶ Complying with fire, gas and electrical safety regulations
- ▶ Arranging for the transfer of utilities and meter readings
- ▶ Compiling a comprehensive inventory and check-in service
- ▶ Addressing ongoing repairs through approved and qualified contractors
- ▶ Arranging pre-tenancy cleaning if required
- ▶ Ensuring the ongoing maintenance of appliances and equipment
- ▶ 24 hour emergency call out facility
- ▶ Ensuring that the tenant's obligations are met
- ▶ Carrying out quarterly property inspections
- ▶ Checking out the tenant at the end of their tenancy
- ▶ Releasing the tenants deposit having accounted for any dilapidations

## ACCOUNTING SERVICES

The efficient and accurate management of client funds are paramount in maintaining the smooth running of a single property or portfolio. Our Accounts Department have a proven track record of performance which gives vital comfort to landlords and ensures that mortgage deadlines are met.

Atwell Martin's Accounting service includes:

- ▶ Monthly or Quarterly rent collection
- ▶ Late payments follow up if necessary
- ▶ Monthly Client Account Statements
- ▶ Cheque or BACS fund transfers
- ▶ Compliance with Inland Revenue tax requirements
- ▶ Secure landlords intranet site for accounting/statements under development

## FURNISHING SERVICE

In order to enhance the presentation of both flats and houses, Atwell Martin has formed an alliance with a furnishing manufacturer in order to offer competitively priced and appropriate furnishing solutions. Please visit our website for details.