

*"to meet our clients' highest expectations is our standard....
...to exceed them is our goal"*

*Run by landlords
for landlords*

Lettings



LYNKS
ESTATE AGENTS

Together we are stronger

Tel: 0161 351 7778
www.thelynks.co.uk

Introduction

Lynks Estate Agents were established in 2009.

In addition to the traditional estate agency business, we have several more aspects to the company, that include property management, investment and port folio management.

Our philosophy and ethos is very simple, and that is to provide the best possible service to our clients, whether that is a corporate client such as a major lender, or simply someone that wants to sell, rent, buy or let through us. We achieve this by employing hard working, professional and enthusiastic staff throughout the business, who understand who the most important person is – that's you our client! Our offices are set up to deal with all aspects of buying or selling, letting or renting, whilst making sure that all our clients are helped and advised through every stage of the process.

We employ fully qualified and highly trained mortgage brokers in our offices, who have access to the whole of market products that are available. We are able to advise on mortgages, protection and general insurance, and are happy to meet face to face and discuss whatever your needs are.

In addition to the normal Estate Agency services, we work closely with a local solicitor who provides an unparalleled legal service for vendors and buyers alike with competitive fees and dedicated customer service.

It is fair to say that since Lynks Estate Agents have been in business, the world has changed, and technology has become a major driver in all businesses. Instead of shying away from this, Lynks Estate Agents have embraced this to the full. We have links to all the major property portals to ensure we

achieve our clients the best marketing exposure for their properties, be it for sale or rent. You will see links to these Portals throughout our website!

However, we still operate the traditional way and advertise in full colour in the local papers, with double page spreads to enhance the profile of the properties we are marketing. That coupled with our distinctive boards and brand image, ensures we achieve maximum awareness in the areas in which we operate.

We constantly monitor where we figure in the local estate agents rankings, that are produced by independent rating companies, to make sure we are consistently ranked in the top quartile.

Market conditions have seen some dramatic changes over the years, but as a business we have been able to adapt to changing conditions to ensure we are still able to deliver on service, and maintain our professional standards.

Lynks Estate Agents are continuing to strengthen their brand across Greater Manchester and the North West.





The Lynks Estate Agents Wide Web

*“to meet our clients’ highest expectations is our standard....
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Our Lettings Offices

By now you will have seen we place a great deal of emphasis on technology and marketing.

The reason we do this is to attract the right applicants, and achieve the best possible rental, for you, our client. Our staff are highly motivated, and trained to make sure we do exactly that.

We will value your property, whether with you or on your behalf, and advise you what you need to do to make the property desirable to a tenant. We will also make sure that all the legal obligations are fulfilled, such as the Gas Certificate and EPC for instance, and we will even discuss options such as décor, repairs, or any furniture requirements. We can arrange any of these options in conjunction with our contractors.

At this point we will discuss which service is the most suitable for you, and discuss our fees.

We will also discuss the need to have an inventory, which we strongly recommend in all cases, although this is covered in a later section.

Once we have taken your instruction, and an EPC has been obtained, we will begin marketing immediately, through newspaper advertising, uploading to property portals and contacting our database of applicants.

Once we have identified a prospective tenant, we will collect a deposit, organise references, and begin the construction of the file. On average there are usually in excess of 70 pages of paper in a file! We will make sure all the paperwork is compliant, accurate, and dealt with as quickly as possible, so no time is wasted in getting the tenant to move in. After all, the quicker this is done, the faster you can start seeing the financial benefits of your investment.

This is all done for you and you can take comfort from the fact that we have done this for over 20 years, so we do know a thing or two about the rental market!

We have been members of Property Ombudsman for many years, although this has recently changed to NFOPP, and we have now taking the important step of putting all our branch staff through the approved NFOPP Technical Award for Lettings. This confirms to you that we are a professional organisation with the highest of Standards and the most competent of staff.

Finally, our offices are open 6 days a week, and are staff are on hand to deal with any enquiries you may have, no matter how small or insignificant you may think they are.

Technology, Social Media and Lynks

There is no doubt, that unless you have been on a remote island paradise for the last 10 years, you will have noticed how we have become more and more reliant upon technology. This is the fact, the digital age is upon us, and social media is the fastest growing market for all business. Love it or hate it! Did you know that if Facebook were a country, it would be the 3rd largest in the World!

We are conscious of the changing landscape of doing business, that is why we constantly review and evaluate our technology to ensure we bring the best exposure to our client's property.

Let's look at the different areas of technology and social media we use!



Newspapers

Whilst the Digital Age has arrived, and the new electronic way of doing things is upon us, we are still a traditional estate and lettings agent. We firmly believe in the old saying of "if its not broken, don't fix it!", hence the reason we still place huge importance on tried and tested methods of "coming to market". Over the past few years, many agents have decided to abandon Newspaper advertising, either because of cost, laziness or other reasons, we advertise in full colour in all the local papers. Some people still like the feel of the Property Section, whilst many vendors feel they have been sold short but agents who don't use the newspaper as a medium to advertise their property. Our newspaper adverts, have the same look and feel as our website, boards and literature, to ensure we project a consistent company image.

Social Media



Working within the site are our links to Facebook and Twitter, so everytime we upload a new property, this goes straight to our Facebook page search application. Can you imagine how this heightens awareness to your property? There are 30 million Facebook users and 26 million Twitter users in the UK alone. 25-34 year olds are the largest group of users on Facebook.

**Follow us on Twitter, @Lynks-Estates
Or like us on Facebook and see for yourself!**

"We don't have a choice on whether we do social media, the question is how well we do it!" - ERIK QUALMAN
(Author - Socialnomics: How Social Media Transforms the Way We Live and Do Business)

Website



We have recently launched our brand new website, that contains all the areas and service that Lynks Estate Agents provide, from estate agency right through to financial services.

Most importantly, the new site displays your property in a more dynamic way, than many of our competitors. It will allow any visitors to our site to see your property in full colour, and be able to download the full particulars in a more professional way.

The site links to all the leading property portals, including Rightmove (the UK's most visited), Zoopla, and The Digital example. This takes the potential viewers of your property into the Property Group for thousands nationally.

Marketing

We have one ultimate objective for our landlords – to rent your property and achieve the best price, and deliver the best possible professional and efficient service. Something that many agents don't consider when taking an instruction and listing a property.

At the core of this ethic to enable us to meet this objective, is to use the best possible marketing media and strategies that we can. Lynks Estate Agents continually invest in technology as seen in the previous section, but this is an ever changing landscape, so what is the best medium today, may not be the best tomorrow. You have already seen how we use Social Media as a vehicle to get your property the maximum exposure, but we have to employ other methods and techniques to capitalise on this. After all there is no point in us going viral on the Internet if your property details look inferior.

In this section we will look at the different products and services we have adopted to enhance the presentation of your property and run in conjunction with our technology.

Property Portals

It is fair to say that without a presence on the main property portals, it is difficult to compete in the modern world of estate agency. Whilst the established marketing techniques of paper advertising, boards, and phone for instance, still play a vital role in the digital age, agents need to reach a wider market, using different media. Property Portals are the force behind Internet property marketing, would achieve page one ranking on property searches on sites such as Google.

At Lynks Estate Agents we not only acknowledge this, we embrace it. We work with all the main portals such as Rightmove, Find a Property, and Zoopla. These companies have massive power and domination in search engines, and will get your property to the widest audience possible. Rightmove are the UK's leading property portal, with over 20000 agents registered with them. They are consistently in the Top 20 most visited UK sites, more popular than Yahoo!

In addition to these, we have links to many of the other sites to broaden our exposure, and ultimately that of our clients.

We see them as key business partners, and continually work with them to look at new ways of displaying and advertising, as well as benefiting from their colossal corporate advertising spend.



The Property Ombudsman

The Property Ombudsman came into being on 1 May 2009. Formerly, the Ombudsman for Estate Agents (OEA). In the unlikely event that you have a complaint that you cannot resolve with us, the TPO's role is to provide fair and reasonable resolutions to disputes. As members of the TPO we adhere to the Code of Practice set down by them.

www.tpos.co.uk



A free, fair independent service for buyers, sellers, tenants and landlords of property in the UK.

The Full Managed Service

This is the worry free version of all of our services, and it is the one that is designed to give you complete peace of mind, when renting out your property. Ideally this should be all landlords' first choice.

You will have seen throughout this brochure that we place a great deal of emphasis on marketing your property, and by this point we will have found the right tenant for your property, at the best achievable rent.

Once we have completed all the necessary checks, and compiled the correct paperwork, and ensured we have met all the legal requirements on your behalf, we will collect the first month's rent plus one month's deposit. We will also include an inventory and rent guarantee at no additional cost with the Full Managed Service*.

We will organise the placement of the deposit into an Approved Scheme, which is now of course a legal obligation. At Lynks Estate Agents we use the Tenancy Deposit Scheme, which is explained separately, although of course as a landlord you can chose an alternative scheme if you wish, as long as this is one of the approved schemes.

Our Agents will have handed over the keys to the tenant and your file will be passed across to our Property Management Department. All our landlords' are very important to us so we will send you a welcome letter from our Property Management team so you know who to contact during the term of your tenancy.

However the tenant will have Lynks Estate Agents as their primary point of contact, so there is no need for them to contact you the landlord.

We will collect your rent on a monthly basis, and forward monthly statements to you by e mail. We try and keep the paper down to a minimum to help play our part in preserving the planet, but of course if you require a hard copy this can be arranged, all you need to do is let us know.

We will carry out regular inspections on your property throughout the tenancy to ensure your investment, or home, is being looked after, and forward our reports on to you.

In the unlikely event that there is a problem with the property, we can arrange for repairs to be carried out by one of our contractors. We only use qualified contractors for jobs, whom we have individually vetted, and are adequately insured, so we don't just send anybody round. We will of course discuss any expenditure with you prior to carrying out any expensive repair works. If you wish for any improvements, such as redecorating or re modeling, we would be happy to discuss this with you and put you in touch with the most appropriate contractor.

Prior to the expiry date of the tenancy, we will arrange all the necessary paperwork, to allow the tenancy to end correctly, and we will always negotiate any tenancy extensions on your behalf, if both you and the tenant are happy to continue with the arrangement. Should this be the case we will effect the new documents making this a smooth and easy transition.

If in the event, the tenant decides to vacate or you feel you want a different tenant, then we can discuss the options with you, and get the Branch involved in re letting your property again.

If the tenant vacates, we will organise a full check out of the property to make sure that there are no issues with the condition, and in the unlikely event that the deposit has to be retained, we will liaise with the Tenancy Deposit Scheme, so everything is done professionally and legally. We cannot stress highly enough the importance of having an inventory carried out, as this will serve as a reference point in the unlikely event of a dispute arising.

The Full Managed Service is so you can enjoy the benefits of renting out your property without the hassle of dealing with the complexities of the process.

*correct at the time of going to press.

The Rent Collection Service

Like the Full Managed Service, we will have found you the most suitable tenant at the best possible rent, and have completed the necessary paperwork, as well as making sure all the legal requirements in relation to the property have been met, prior to the tenancy commencing.

Again, like the Full Managed Service, we will collect one month's rent and one month's deposit, which we will place in the Tenancy Deposit Scheme. You may choose your own scheme of course, but is now a Legal Requirement that deposits are held only in approved schemes.

Your file will be passed to our Property Management Department, who will organise the collection of the rent on a monthly basis. We will send you a monthly statement by e mail, as we try to help the planet, but of course a hard copy can be arranged.

Like the Full Managed Service, we will have found you the most suitable tenant at the best possible rent, and have completed the necessary paperwork, as well as making sure all the legal requirements in relation to the property have been met, prior to the tenancy commencing.

Again, like the Full Managed Service, we will collect one month's rent and one month's deposit, which we will place in the Tenancy Deposit Scheme. You may choose your own scheme of course, but is now a Legal Requirement that deposits are held only in approved schemes.

Your file will be passed to our Property Management Department, who will organise the collection of the rent on a monthly basis. We will send you a monthly statement by e mail, as we try to help the planet, but of course a hard copy can be arranged.



The Letting Only Service

This is an introduction only service where we will have found you the most appropriate tenant at the best achievable rent.

We will have arranged all the appropriate paperwork and made sure all the legal requirements in relation to the property have been met, before the tenancy commences.

We will have collected one month's rent and one month's deposit, and like our other service this will have been placed in the Tenancy Deposit Scheme, or other approved scheme.

We will not conduct any maintenance with this service, we will supply the tenant with the landlords details in the case of any repairs that are needed.

Property Management

At the core of any successful lettings business is the Property Management Department.

At Lynks Estate Agents we firmly believe that you, our client, should enjoy all the benefits of owning and renting a property, with the minimum amount of stress and problems as possible.

That's what our property managers are here to do. From the moment we receive your file from our offices, we make sure we give you the best possible service, and do what we should - look after your property, tenant and finances with professionalism, honesty and integrity.

Our property managers are all trained and focused to deliver the best possible level of customer service to our clients. This is the single most important thing that they are taught from the day they join us, and is fundamental to the success of the Property Management Department.

Our property managers use software, which is interlinked to all our offices, to keep all details of your property up to date, and accessible to all our staff, so anyone in the department has real time updates on your tenancy.

They arrange everything from checking the initial paperwork, collecting rent, arranging repairs, and even making sure the paperwork is completed whether you wish to renew or the tenancy concludes.

Should you wish to renew the tenancy with the same tenants, we will obviously negotiate the new contract and arrange the new documentation, to make the process seamless.

Of course, not all tenancies renew, so we will discuss your options with you, should we need to find you a new tenant.



Property management will also carry out regular inspections to make sure your asset is being looked after, and you will receive a report shortly after the inspection is carried out.

If it is necessary for repairs or improvements to be carried out, we can arrange this in consultation with you, by using one of our approved contractors.

We believe in the old saying that "you reap what you sow" and that is the reason why many of our landlords and tenants renew with Links Estate Agents, year after year.

Our Property Management department is even open on Saturdays, so we can extend our service through the weekend. Please feel free to contact our Property Management department on 0161 351 7778 to discuss any current or future requirements.

It would be great to hear from you!

Additional Services

Alongside the preceding services, we are happy to provide the following additional services to help with your property rental:-

- **Attend court on your behalf**
- **Prepare additional statements**
- **Assist with tax return information**
- **Provide cover and visit your property if empty**
- **Arrange to meet contractors at your property**
- **Provide additional documentation if required**
- **Draw up additional or new contracts**

There are many more services that we can provide, and if there is something that is not listed please do not hesitate to contact us to discuss your requirements further.

Call our Property Management Team on 0161 351 7778

Inventories

We cannot stress highly enough the importance of having a professional inventory carried out prior to letting out your property.

This is important, irrespective of whatever service you choose, and even if you don't have anything other than carpets in your property.

You will be aware that all deposits now have to be placed in an approved deposit scheme, we use the Tenancy Deposit Scheme, but it has become more and more evident, that these schemes nearly always award in favour of the tenant if there was no inventory taken at the time the tenant moved in.

Should there be a dispute at the end of the tenancy and you feel that the deposit should be retained, an inventory will provide that vital piece of evidence to substantiate your claim. By comparison, the cost of an inventory is minimal to the cost of having to refund a deposit when your property has been damaged.

If you take the Full Managed Service we will organise an Inventory at our expense*, but should you adopt for another of our services, we can of course organise this for you, at a very competitive price.

Please give this some careful consideration, before you decide not to have an Inventory done.

**Free Inventory only available on Fully Managed Service, and subject to change, although correct at time of going to press.*

Rent Guarantee Insurance

Like any major investment, car, house, jewellery, you need to make sure you are covered for the uncertainties that may affect your asset or property. Renting a property is no exception. Whilst we make every effort to put the right tenant in your property, there may be a time when you are not getting the rent from the tenant whilst they are occupying your property. Whilst our property managers will be in constant contact with your tenant, and in most cases will know if there is a likely problem, there may come a time when a polite phone call doesn't do the trick. To get complete peace of mind, it is advisable to take out a rent guarantee policy that will cover this problem. Through our insurance provider, we can arrange a policy on your behalf dependent on what type of cover you require.

With our Full Managed Service we will include a policy, that includes rent guarantee and full comprehensive referencing. The policy also covers legal expenses to assist with the legal eviction of tenants due to rent arrears.

Full details of all policies and products are available through our branch staff.

Terms and conditions will apply, from the product provider, and for complete clarity you should consult the product providers literature as Lynks Estate Agents cannot be held responsible for a third party terms and conditions.

Regulations And Requirements

As a landlord there are certain legal obligations that you have to meet whilst renting out your property. Whilst we at Lynks Estate Agents will endeavour to ensure that you and your property meet these regulations, it is ultimately your responsibility to ensure that you do.

The Gas Safety (Installation and Use) Regulations 1994

These regulations cover all Gas Appliances and pipework installed in a property. All landlords should ensure that such appliances and pipework are maintained and in a safe condition. Landlords must have each appliance checked every 12 months by a registered Gas Safe engineer, and a Gas Safety Certificate must be supplied and available for the tenant to see at the commencement of the tenancy. A copy of this must be provided to Lynks Estate Agents before a tenant can commence in occupation. This will be held on file. If there is no Gas Safety Certificate, we will be happy to arrange one on your behalf, and the cost debited to your account. We will also check at Renewal that there is a current Gas Safety Certificate on file and available.

Important advice for landlords who have flues which run in ceiling spaces

Some properties, mainly flats and apartments, have been built with boiler flues which cannot be inspected because they are hidden behind walls or ceilings. Gas Safe registered engineers need to be able to see the flue - which take fumes away from the boiler - as part of essential safety checks whenever the boiler is worked on. A flue in poor condition, combined with a boiler that is not working properly, could put occupants in danger from carbon monoxide poisoning, which can cause death or serious injury.

If your boiler is situated on an outside wall, it is unlikely you have this type of flue. Alternatively, if your engineer can see all of the flue, you will not need to take any further action in relation to this matter.

If you do have a boiler where all, or part of, the flue cannot be seen, you, or your landlord, will need to arrange for inspection hatches to be fitted. **This does not mean that your flue system is suddenly unsafe.** As long as the boiler passes a series of safety checks - including having audible carbon monoxide alarms fitted - it can be used normally for the time being.

Carbon monoxide alarms are not an alternative to being able to see the flue and you will still need to have inspection hatches fitted. You have until 31 December 2012 for this work to be completed. It is recommended that inspection hatches are fitted as soon as you are able to do so. From 1 January 2013, any Gas Safe registered engineer will turn the boiler off, with your permission and formally advise you not to use it until inspection hatches have been fitted in appropriate places.

Although most of the affected boiler and flue systems are relatively new (installed since 2000), the risk of faults leading to the release of carbon monoxide increases as the system gets older, especially if it is not serviced regularly. It is important that you have your gas appliances serviced annually.

Our branch staff will point this out to you before the tenancy commences and you will be asked to sign a document acknowledging you are aware of this.

More details can be found at www.gassaferegister.co.uk

Furniture Fire (Safety) Regulations

All furniture and soft furnishings contained in a rented property must pass the “match and cigarette” test and the appropriate labels must be visible. Any furniture that does not comply with these regulations must be removed from the property before a Tenancy commences. Carpets, curtains, and furniture manufactured prior to 1950, do not need to comply with the regulations. It is important to note that to meet the regulations, a permanent sewn in label must be on each item.

Houses in Multiple Occupation (HMO)

Since April 2006 it is a legal requirement that where a property is considered a house in multiple occupation, it has been registered as such with the local authority, and that it complies with all the current regulations. The landlord must be licensed and it is a criminal offence to offer such a property for occupation, where the landlord does not have the appropriate licence.

Electrical

The Electrical Safety and Consumer Protection Act 1987 was created to ensure the safe supply of consumer goods, which includes goods supplied in the course of business, as in the case of rented accommodation.

It is crucial therefore that all items are in a safe condition for use, with all the relevant safety guards. They must comply with the Portable Appliance Test (PAT Test). To comply they must:-

- a) the flex must not show any exposed wire
- b) the plug must be fitted with the correctly rated fuse for the appliance
- c) it must be a plug with shielded prongs

For peace of mind, we recommend that all electrical appliances are checked and major appliances serviced annually by a competent electrician. Any defective items should be removed immediately.

Overseas Landlords

Special rules apply to landlords that reside overseas for more than 6 months at a time. The letting agent must deduct tax at the rate of 20%*, (although this can be subject to change after Budgets) from the landlord’s net rental income, which is then paid to HMRC. Should the landlord complete an NRL1 form and forward to the HMRC Overseas Landlord scheme, they will issue the letting agent with an approval number. Once we receive this number, no tax need be deducted from the Rental Income. Speak to one of our staff members for more information.

*this figure is correct at time of going to press but could be subject to change

Tenancy Deposit Scheme

Since April 2007 it is mandatory that all deposits for rented accommodation are lodged with an approved deposit scheme. We use the Tenancy Deposit Scheme (TDS). This provides a mechanism to resolve disputes quickly, should they occur at the end of a tenancy. All landlords must be a member of an approved scheme, and if you wish to use a scheme of your choosing we need to see evidence that the deposit has been lodged.

In the event that a dispute arises the scheme will rule independently as to what should happen. We strongly recommend that an inventory is carried out at the commencement of a tenancy as the dispute bodies will often rule in the favour of tenants if there was no inventory. Speak to our Branch staff if you require further details or wish to get more information about the scheme or inventories.

Landlords are ultimately responsible in meeting all the preceding obligations, and as agents we are also responsible for making sure that these are met.

How Easy Is It To Rent My Property?

This is probably the question we get asked the most, but probably not the easiest one to answer, because there are so many variables. What we do know after having over 20 years experience in the industry is that any landlord should pick the right agent to act for them. You will have seen by now that Lynks Estate Agents are at the forefront of the lettings market.

We invest heavily in training, marketing, and technology to make sure that we offer you the best possible service, and ultimately get maximum exposure for your property, so we can get the right tenant.

We also strongly believe that regulation and affiliation to the industry bodies is paramount to keeping up with legalisation, best practices and training ideas, and that's why we are members of the property ombudsman in lettings and sales. It should give you comfort in knowing that you are dealing with a reputable and professional business, and not one that is just there to earn a quick fee out of the landlord. We are keen to make sure all our staff are up to date on letting law and regulations and that our staff offer you the very best advice and service.

The difference between Lynks Estate Agents and some of the poorer quality agents is that we understand this is a long term relationship between ourselves, the landlord and the tenant. There is no doubt that the residential lettings market is seeing a high demand from tenants, as culturally the UK has seen a big shift toward embracing renting over the past few years. The difficulties in financing the purchasing of properties has also pushed up the demand, especially for younger would be owner occupiers, but we are also seeing a lot of older people "downsizing" and looking at renting as an alternative in their formative years.

Having said that, we are not magicians, and some properties, take that little bit more effort to make them more appealing, but below are a few ideas to consider if you are keen to rent your property

General Condition of the Property

Would the property benefit from a redecoration? As nice as you may think your property is, sometimes paintwork can look a little "tired" after a couple of years, so it would be worth investing in a few tins of paint to freshen the place up. Neutral colours are always a good start. Does the kitchen furniture need a few new handles, or just tightening up. Would it be worth having a specialist clean, to get rid of any scuff marks on walls, or carpets etc? A small amount of expenditure can reap significant benefits, and make your property ultimately more lettable.

Furnished or Unfurnished?

This always a question that we are asked. Existing furniture is very subjective, and the old Chesterfield leather chair that you have had for years may be your idea of style and taste, but to someone who likes clean lines and no clutter, it could be a disaster. Our staff can advise you on this, but always remember any soft furnishings or furniture you do leave must be compliant with the Fire Regulations as mentioned earlier in the brochure. It always recommended however that you have "white" goods in the property such as fridge/freezer, washer and cooker, but again make sure these are safe and checked regularly. Again our staff can advise you on this.

LHA Tenants

Whilst everyone would ideally like a private tenant who is in full time employment, you may want to consider a Local Housing Allowance tenant. We have been dealing with the Local Authorities for many years, and in fact have many LHA Tenants who have renewed their Tenancies time and time again. With the right Property Managers and process, the majority of these Tenancies have no issues at all, and there is no difference between these and private tenancies. Again our staff can advise you on this.

Pets

Many landlords shy away from the idea of pets in the property, but you may want to give this some thought, for the right tenant with the right pet! Many people see their pets as an extension to their family and this doesn't make them bad tenants, and the right level of expectation agreed by both parties, this may not be an issue. We are not advocating that you consider someone with the fashionable "pot bellied pig", but a cat or small dog, could seal the deal. You can always agree a higher deposit with the tenant to cover any pet related issues.

Buildings and Contents Insurance

You should always make sure that you have the right level of cover for your properties Buildings Insurance, and ensure that this covers the fact that your property is rented. We always advise tenants to take out Contents Insurance, but you may need to consider this as well if your property is furnished by you. Our in-branch Mortgage and Protection Advisers will be happy to discuss any requirements you may have.

Smoke Alarms

Although this is currently not a mandatory requirement, you should consider installing these in your property to give the tenants additional peace of mind. They are relatively cheap and easy to fit, but again speak to our branch staff and they can always this work to be done for you.

Speak to a Financial Adviser

When letting your property out you need to consider the tax implications, if this affects your mortgage if you have one, and what happens if you are ill or made redundant. We would strongly recommend that you speak to a Mortgage or Financial Adviser. At lynks financial services we can advise, please take out our other wealth management company, we can advise you on everything from your mortgage through to pensions and investments, but more importantly talk to you about protecting the biggest investment, that's you. Our advice is free and we may even save you money!

Finally...Don't forget to check the points below:-

- Inform your lender that you are letting your property
- Make sure you take meter readings prior to the commencement of the tenancy, we can do this.
- Make sure you redirect your mail
- Make sure you inform the Utility Companies
- Inform Sky or your media supplier that it is being rented
- Inform your Buildings and Contents Insurers that the property is being rented.
- Whilst all of the above points are not exhaustive, they will help position your property correctly in the market, and with our help, you will get the right Tenant.

Money Laundering

Since 2007 when the Money Laundering Regulations came into force following the Proceeds of Crime Act 2002, all estate agents have a legal responsibility to ensure they comply with the regulations set out. As a business we have to take steps to be compliant with the Act and the Regulations that means we are obliged to verify the identity of clients that we act for, be they vendors or buyers.

We are monitored and registered with Trading Standards and have to renew our licence every year. We are also obliged to have a Money Laundering Officer whose responsibility it is to report any suspicious activities to the appropriate authorities, so that any suspect persons or activities can be followed up on.

In reality, whilst this particular crime has been on the increase in recent years, it only affects a small

percentage of transactions. Nevertheless, we have to follow the correct procedures when verifying the identity of our customers.

Our staff will ask you to produce certain pieces of documentation, which are approved under the Regulations. We will require the original of one of the following documents:-

- Current UK Photo Driving Licence
- National Identity Card
- Passport
- UK Armed Forces Services Card
- Police/Other Government ID Card
- Firearms Certificate

In addition to this we will need to see proof of address, although a current utility bill will suffice. Unfortunately, none of us want to deal with more paperwork, but it is a legal requirement now.

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