



HOMELINK is a hugely experienced residential letting and property management agencies covering Pembrokeshire and Carmathenshire.

The owner and staff offer a wealth of expertise and years of experience, which can be tailored to any landlord's or homeowner's requirements. At **HOMELINK** we pride ourselves on the quality, speed and comprehensive nature of our services and the value for money, which we provide to all of our clients. *Our* expertise helps to ensure that *we* achieve the highest possible rent, the quickest let and the full occupancy of your property every week of the year.

HOMELINK LETTING AND MANAGEMENT SERVICE

If you are also looking to let your property now or at any point in the future we will advertise and match your property to a suitable applicant.

All tenants are very thoroughly vetted using a professional tenant referencing service. This service checks the following about each tenant:-

- a) Identity check
- b) Credit check for CCJs
- c) Address and Electoral Roll check
- d) Employment and Income check
- e) Affordability check
- f) Guarantor check (if applicable)

We feel that it is important that we collate as much information as possible as it serves to remove any unsuitable applicants and provide you with additional security.

OUR SERVICE

Included in *our* Management charge and service are the following:-

Occupation Contracts
Inventory and Check in
Rent Collection

Inspection after 3 months, and every 6 months thereafter

After Hours Emergency Service 7 days a week (limited at weekends and bank holidays)
Periodic rent reviews
Notice Requiring Possession as and when required

HOMELINK are also fully *Bonded* for your *Security* and *Confidence*.

Once a suitable tenant is found we arrange to see the tenants into your property and advise all the utility companies with the exception of British Telecom.

We draw up an Occupation Contract, which is provided and constantly updated by the Training for Professionals (the organisation providing training for Rent Smart Wales). We sign with the tenants on *your* behalf. Each of these agreements can be customised to meet the property requirements.

We check the inventory (which either you or we can provide), which is signed by both parties.

The selected tenants always pay a *bond* and one month's *rent* in advance. We prefer that all tenants pay their rental via standing order.

HOMELINK have the strictest policy on rent arrears. *Arrears* are **NOT** tolerated.

HOMELINK have an unsurpassable record and success rate with regards to rent collection.

INSPECTIONS AND REPAIRS

HOMELINK inspect the property after 3 months of the tenancy and every 6 months after that. Each inspection report includes photos of the property and any issues, with a copy being sent to you by email. If any repairs are needed we ensure that you retain control of any expenditure on your property. **HOMELINK** use trusted tradesmen that are reasonably priced.

HOMELINK also provide an after hours **emergency service** to ensure that we provide you and your tenants with the best management possible **7** days a week.

As and when a tenancy comes to an end we see the tenants out of your property, check the inventory and take all the utility readings.

HOMELINK is a member of Rent Smart Wales, the UK Association of Letting Agents (which provides Client Money Protection), the Property Redress Scheme and has a data protection license with the Information Commissioner's Office

OUR FEES

HOMELINK charges are for **full** management and include all the necessary legal agreements, legal notices and service.

We try to keep the things we charge for to a minimum, but increased legislative requirements means we do need to charge extra for some services. These charges are outlined below -

1. 12% + VAT (14.4% inclusive) of the rental amount each month
2. A £200 + VAT (£240 inclusive) fee for finding and moving a tenant into the property
3. Check in reports, check out reports and inspection reports (all photo reports signed by the tenant) are charged at £60 + VAT (£72 inclusive)
4. A Maintenance Administration Fee will be charged for works carried out and organised by Homelink, this fee will be £10 + VAT (£12 inclusive) for works up to £100, £20 + VAT (£24 inclusive) for works from £101 - £200 and £30 + VAT (£36 inclusive) for works above £200.
5. A contract renewal fee of £50 + VAT (£60 inclusive)

DEPOSIT PROTECTION AND ENERGY PERFORMANCE CERTIFICATES

As of April 6th 2007 it is a legal requirement to have **ALL DEPOSITS TAKEN PROTECTED. HOMELINK** are members of **TDS**. As of October 1st 2008 it is a legal requirement to have a current Energy Performance Certificate. This can be arranged on your behalf and a quote given. On average the cost is £70.00 This certificate will last for up to 10 years unless a landlord makes changes/improvements which may affect the EPC rating.

RENT SMART WALES

Since November 2016 all landlords and agencies within Wales have to be registered with www.rentsmart.gov.wales.com. The cost of which is currently £33.50 if you register on line or £80.50 via land mail. If you were to manage the property there is an additional cost of the course and updates, however if you use ourselves you can be linked to our membership. The cost of this will be £25.00 the next time it is due for renewal in 2027.