



## THE PERSONAL TOUCH

At McLean Forth we like to keep it simple. We know all our landlords by name - and what their properties look like.

Our service will always be tailored to your personal needs, whether you are based in the UK or Overseas. We deal with all aspects of letting and management and we are totally dedicated to helping you manage your rental property

As a leading force within the property market, McLean Forth Properties are renowned for maintaining the traditional values of a personal and professionally delivered service whilst still developing and incorporating the latest innovations that are necessary in being able to provide a bespoke service. Repeat business and referrals from our clients and fellow professionals is the strongest testimonial to the quality and character of our company service.

We manage a large portfolio of residential leased property and can share over a decade of trading experience in Property Management, Property Letting, Estate Agency, Buy to Let Investment, HMO and Property Refurbishment, Property Staging, and now a specialist Relocation and Home Finding Service.



### FULLY MANAGED PACKAGE

Taking the stress out of Property Management. With the McLean Forth approach you won't need to lift a finger.



### TENANT FIND PACKAGE

Minimise financial loss by ensuring you have the right tenants and maintain a high occupancy rate.



### ADVERTISING PACKAGE

Just looking for a bit more professional advertising exposure? Why not contact our team who can design a custom advertising package to suit your needs.



## FULL MANAGEMENT PACKAGE

£175+VAT (For the first tenancy)

£95+VAT (For each new tenancy thereafter)

Management fee 10-15% + vat per month

Deducted on a monthly basis from rents collected. This fee covers the full management of your property.



### THE PACKAGE INCLUDES

Marketing & Advertising (additional costs may be applicable )

Accompanied viewings

Tenant selection & referencing

Tenant rent guarantee

Lease & all legal documentation

Rent collection

Deposit collection

Inventory & schedule of condition

Safety advice

Inspections

Overseas tax advice

Maintenance

Exit Inspection

Transferring utility bills and Council Tax details at the start of the new tenancy

### MARKETING

On-line advertising – our own website [mcleanforth.com](http://mcleanforth.com), [Lettingweb.com](http://Lettingweb.com), [assertahome.com](http://assertahome.com) & many other national websites.

SMS & Email – prospective tenants can sign up for text messages & emails alerting them to new properties

To Let' board

In-house property list

## OUR SERVICE

If you opt for our Full Management Service you can be sure that every rule, regulation, pitfall and headache has been dealt with. We'll be working together with you; we take your workload, you reap the profits.

## FEEDBACK

### ***Mrs Bendoris***

*As a Landlord I had previously let my property independently, but after a bad experience with tenants I decided to use an agent.*

*A friend who used Mclean Forth recommended them to me and I contacted them. The agent was extremely helpful and efficient and screened numerous potential tenants, before selecting what turned out to be a very successful let. He dealt with all the references, leases and inventory thereby saving me lots of work. The office staff were also very helpful and dealt with any enquiries promptly and in a pleasant manner. McLean Forth certainly made the letting experience much less stressful than going it alone.*



McLean Forth Properties

**Phone:** Edinburgh: 0131 557 9222

Fife: 01383 861 155

**email:** [mcleanforth@btinternet.com](mailto:mcleanforth@btinternet.com)



## FULL MANAGEMENT PACKAGE



The following describes the full management package in more detail. If you have any other questions about the package, please don't hesitate to get in touch.

### TENANT SELECTION & REFERENCING

An independent referencing agency is used to check potential tenants credit, employment & financial history. Some tenants (e.g. students) will also be asked to provide a parental guarantor. You tell us how involved in tenant selection decision-making you'd like to be.

### LEASE & ALL LEGAL DOCUMENTATION

A Short Assured Tenancy Agreement, AT5 and Statutory Notice are drawn up for your tenants.

### RENT COLLECTION

We collect rental funds from your tenants and send you a detailed statement every month via email. The rental income is paid directly into your nominated bank account.

### DEPOSIT COLLECTION

Tenants must pay a deposit (the equivalent to the monthly rent + £150), which is held by us against the property for the duration of their lease. It is then refundable once a full exit inspection & inventory check is completed by McLean Forth. Deductions may be made for missing inventory items, cleaning, carpet cleans, upholstery cleans, etc.

### INVENTORY

McLean Forth are Scotland's first APIP accredited agency. We will prepare a detailed inventory using the most sophisticated inventory software, so as to ensure to minimise the chance of a dispute over damage at the end of the tenancy.

### INSPECTIONS

Regular inspections are carried out giving us the chance to detail the condition of the property, identify any maintenance issues and get an overall indication of the appearance of the property.

### LEGAL & SAFETY OBLIGATIONS

Various legislation exists in the private rented sector to protect both landlord & tenant. We can guide you through your legal obligations and responsibilities such as Gas safety Checks, HMO, electrical, landlord registration, overseas status, insurance etc.

### MAINTENANCE

We have reliable and skilled contractors available to fix whatever problem may arise in your property. We will not carry out works past a monetary value you set (usually £200) without contacting your first for approval.

Major repairs or Project Management will be charged at 10% +vat of total project cost.

This does not apply to routine repairs and maintenance – but larger projects such as installation of new bathrooms etc.

### EXIT INSPECTION

A full inspection of your property is conducted once the tenants move out. This determines what deductions have to be made from the tenant's deposit so the flat can be brought back up to standard ready for the next set of tenants to move in.

### FINALISING & TRANSFERRING UTILITY BILLS AND COUNCIL TAX DETAILS

Meter readings for gas & electricity are recorded at check-in and exit. We contact the relevant utility companies and transfer the bills to/from the tenants. This means unpaid bills will not become your responsibility. Tenants will not get their deposit returned unless they can prove they've paid all outstanding bills.