



Letting and Managing Residential Property in Bristol and South Gloucestershire

JubileeLets in your area



Three Great Services for Letting Your Property



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JubileeLets, the Smart choice!

Professional, trustworthy and personal are words often used in testimonials we receive and which sum up what JubileeLets is about. As one customer put it so very well, "you extend a warm and personal touch which makes the experience very special." For us, that's success!

Recent years have seen a dramatic increase in the number of property investors and, at the same time, the amount of legislation governing the letting of property. At JubileeLets, we recognise that this has led to Landlords with different temperaments. Some are confident and like to be 'hands on' whilst others prefer to have somebody between them and their tenants. As a result, JubileeLets offers Landlords three packages, each providing a different level of service. All this is backed up by over thirty years experience in letting and managing property.

Our aim is to provide you with a level of professional service which makes you feel at ease with the administration of your property and your tenants.

Apart from ensuring our clients know they will receive good service from us, it is also important that they can be confident of our integrity. We are members of the National Approved Lettings Scheme and the Bristol Association of Letting and Managing Agents. JubileeLets also belongs to the Ombudsman for Estate Agents scheme and to the Money Protection Scheme run by the National Association of Estate Agents. As required by these organisations, all clients' money is held in separately designated client's bank accounts which are audited annually.

Whilst we believe service and integrity are important, we also believe courtesy is important. This is why we like receiving messages such as the one mentioned above. They are proof that we have the mix of all three right. We trust that, having read this brochure, you too, will choose JubileeLets, the Smart choice!



Initial Consultation

Regardless of which service you choose, your relationship with JubileeLets will start with an initial consultation at your property where the following will be discussed:

- Marketing and rental appraisal of property.
- Recommendations regarding any maintenance and health & safety issues.
- Legal and safety regulations, i.e., electrical and gas testing, furnishings, tenancy deposit protection etc.
- An overview of the services provided by JubileeLets and which will best help you.
- Any other matters which are of particular concern or interest to you.

This initial consultation is offered entirely without obligation. Our aim is to guide you through all the ins and outs of letting your property and ensure you get started on the right foundations. This way, you minimise the possibility of problems in the future.





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Standard Let

If you are happy to handle yourself all aspects of the day to day running of the property, including all regulatory requirements, but you just want someone to find you a tenant then this will be the service for you.

With our Standard Let service, your property will be marketed through a variety of different media. Nowadays, the internet plays a very large part of our marketing strategy. Apart from being displayed on our own website, all properties are displayed on top UK property portals resulting in our receiving enquiries not just from the UK but from many parts of the world. As a result, we have a register of applicants which changes daily. We are also in touch with many of the large Employers in the area

Once a suitable tenant has been found and acceptable terms negotiated, we will oversee the process of setting up the tenancy, including preparing the tenancy agreement, through to your tenant taking possession. At this point we will drop out of the picture.

For an itemised list of all that is included in this service go to the Services Summary page.





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Premier Let

Increased legislation in recent years has resulted in rules and deadlines which, if not dealt with correctly, can trip Landlords up and even affect their ability to re-possess their property. The recent introduction of the Tenancy Deposit Protection Scheme has only added to the need for precise procedures to be followed at the beginning, during and end of a tenancy if a Landlord is to avoid problems.

At JubileeLets we recognise that the usual two service Letting Agent no longer meets the need of many Landlords. Whilst they do not need a full management service because they are quite happy to deal with any maintenance issues themselves, they do want more than a basic letting service. This Landlord wants to have the peace of mind that all legalities and regulations are being dealt with both now and in the future.

If you are just such a Landlord then you will be delighted with our Premier Let Service!

Our Premier Let Service covers everything in our Standard Let Service. However, the difference is that once the tenant moves in we don't drop out the picture. We remain involved throughout the tenancy right through to seeing the tenant out at the end and ensuring the deposit is refunded in accordance with regulations.

One of the added benefits of this service is that you don't pay one large upfront fee. You pay us on a monthly basis thus spreading your costs.

For an itemised list of the additional features of our Premier Let service go to the Services Summary page.





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Full Management

For geographical reasons or lack of time, some Landlords are unable to handle maintenance matters. In addition to all the items included in our other services, our Full Management package caters for such Landlords by also handling all maintenance aspects of their property in accordance with previously agreed guidelines.

Over the years, we have established a strong team of tradesmen and maintenance companies to cover every aspect of property maintenance from adjusting a ball valve to replacing a central heating boiler. We can also organise the repair and/or replacement of furnishings and electrical appliances. Arranging and overseeing general maintenance is included in our management commission. However, if the level of works first requires a written quotation then we do make an additional charge for this which is detailed in the Additional Services section of our Services Fees.

Whether it is your home or an investment property being let, we are very conscious that we are stewarding a valuable asset. As a result, it is important that any maintenance is done well so as to maintain the value of this asset whilst, at the same time, maximising income by keeping costs as low as practical. All our tradesmen and contractors are chosen and continually assessed on this basis.

For overseas Landlords, JubileeLets is registered with the Inland Revenue's Non-Resident Landlords Scheme.

For the comprehensive list of all features included in our Full Management service go to the Services Summary page.



Testimonials

I just wanted to say how extremely impressed I have been with 'Jubilee Lets'. From the outset, nothing was too much trouble and all of my dealings with you have confirmed my initial impression that you are a very professional company. The service I received was faultless and I would have no hesitation in recommending you to others. I, myself, will certainly use your services again.
Mrs G, Clifton, Bristol

Jubilee Lets have proven to be friendly and reliable agents, having taken professional yet compassionate care of our unusual tenant situation
Mr & Mrs D, Asia



Thank you once again for all your hard work over the years. As far as we are concerned you have been a 'model' agent, and I am confident that your high professional standards are a superb testimony to all your customers
Mr R, Zambia

Many thanks for all your help over the last few years. We would certainly recommend your services.
Mr & Mrs T, Downend, Bristol

Jubilee has enabled us to live far from home leaving our house in safe hands, with a regular income
Mr & Mrs H, Peru



I must say it has been a pleasure to engage your firm to manage the flat.
Mr W, Abingdon



Having a trustworthy and able letting agent looking after my property in Bristol allows us to enjoy our nomadic sailing lifestyle knowing that you will make contact if necessary. Mostly you are silent, the occupancy nearly 100% since you took me on and the rent collected banked on the dot.
Mr S, sailing around the world!

I'd have to say of all the rentals I've had over the years the one that worked out best was the one that you managed.
Mr C, Hong Kong

Services Summary

Services Included	Standard Let	Premier Let	Full Management	Additional Services
No obligation consultation with valuation, recommendations and marketing advice	✓	✓	✓	
Marketing property, vetting prospective tenants and arranging and monitoring viewings	✓	✓	✓	
Negotiating tenancy terms and taking up references	✓	✓	✓	
Preparing tenancy agreement for signature by Landlord and Tenant	✓	✓	✓	
Collecting first instalment of rent and deposit	✓	✓	✓	
Organising transfer of services & utilities into tenant's name after start of tenancy	✓	✓	✓	
Arrange and administrate registration of deposit with appropriate Tenancy Deposit Protection Scheme		✓	✓	
Monitoring and collection of rent		✓	✓	
Initial inventory preparation and between tenancy updating		✓	✓	
Start of tenancy inventory check in and utility company advices		✓	✓	
End of tenancy inventory check out and utility company advices		✓	✓	
Ongoing compliance with electrical, gas and furniture safety regulations		✓	✓	
Monthly statements of account with payments made direct into your Bank account		✓	✓	
Arranging and monitoring minor repairs and maintenance by experienced tradesmen			✓	
Emergency out of hours helpline for tenants			✓	
Regular property inspections			✓	
All property outgoings (insurance, ground rent etc.) paid where requested			✓	
Registration & compliance with Inland Revenue Non-Resident Landlords scheme (overseas Landlords)			✓	
Liaising with Tax Advisors regarding any tax liability relating to letting			✓	
Obtaining quotations for and oversight of major building repairs and refurbishment projects				✓
Contents & furnishings Installation or replacement projects				✓
Obtaining Estate Agents valuations				✓
Supply Energy Performance Certificate				✓
Competitive specialist Landlords Household Insurance				✓

Services Fees

Standard Let	Fees
Standard Let Package (payable on tenant taking possession)	55% of one month's rent
Inventory Preparation	Upto 3 bedrooms: Unfurnished: £125 Furnished: £150 Each additional bedroom: Unfurnished: £25 Furnished: £30
Premier Let	Fees
Setup Fee (including inventory preparation)	£175
Commission charge (% of rent collected)	9.5% (minimum £50)
Tenancy Deposit Scheme Registration Charge	£10 per letting
Full Management	Fees
Setup Fee (including inventory preparation)	£175
Commission charge (% of rent collected):	
First property	12.5% (minimum £50)
Second property	11.0% (minimum £50)
Third and subsequent properties	10.0% (minimum £50)
Tenancy Deposit Scheme Registration Charge	£10 per letting
Additional Services	Fees
Major building repairs and refurbishment projects	10% of cost of works
Organising minor repairs and maintenance (% of cost of works - only applies to Premier Let service)	Up to first £100: 20% Balance over £100: 10%
Contents & furnishings installation or replacement projects	15% of cost of purchase & installation
Insurance claim submission and handling (Letsure & Homelet policyholders only)	15% of cost of works
Obtaining Estate Agents valuations	£25 per valuation
Energy Performance Certificate	£75 per certificate
Specialist Landlords Household Insurance	Please ask for quote
All fees subject to vat	