

GIBBINS RICHARDS

LETTINGS & MANAGEMENT



LANDLORD GUIDE & SCALE OF CHARGES

“

The team at Gibbins Richards Lettings and Management are second to none! We highly recommend this company for a truly professional service.

Mr M, Taunton

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ABOUT US

A trusted name in property since 1991



With decades of experience in the property industry, Gibbins Richards has built an outstanding reputation for fairness, professionalism, and expert local knowledge. Our dedicated lettings and management team is committed to providing landlords and tenants with a seamless, stress-free experience.

Whether you're a landlord seeking a reliable property management service or a tenant searching for your perfect home, we are here to help. Explore our latest properties and services or speak to one of our experts for advice you can trust.

Gibbins Richards Lettings & Management is part of the well-established Gibbins Richards brand, which has been a respected name in the property industry since 1991.

While our estate agency side has been helping people buy and sell homes for decades, our lettings and management service is built on the same foundation of fairness, professionalism, and expert local knowledge.

We provide a tailored approach to landlords and tenants, ensuring that every rental is handled with care and efficiency. From tenant sourcing to full property management, our team is here to support you every step of the way.

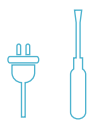
Covering the areas of Taunton, Wellington, Wiveliscombe and the other surrounding villages, we understand the local market and are dedicated to making the lettings process as smooth as possible.

APPROVED CONTRACTORS

At Gibbins Richards Lettings & Management, we believe in supporting our local and independent businesses which is why we prefer to use businesses local to us.

All our contractors are fully insured, qualified and carry out work to a very high standard. Because they work for us, we ensure we get the very best price for you.

- **PLUMBERS**
- **CARPET AND FLOORING**
- **CLEANING**
- **END OF TENANCY CLEANING**
- **WINDOW CLEANING**
- **OVEN CLEANING**
- **ELECTRICIANS**
- **HANDYMAN**
- **DECORATORS**
- **GARDENERS**
- **ENERGY PERFORMANCE ASSESSORS**
- **TV AERIAL**
- **PEST CONTROL**



FREQUENTLY ASKED QUESTIONS

How long has Gibbins Richards been established? Since 1991

When are you open? Our opening hours are Monday to Friday 8:30am to 4:30pm and Saturdays 9am - 12pm.

Are you contactable outside of these hours? Yes we have a 24/7 emergency line.

Are you accredited? Yes we are accredited with UKALA.

Do you hold Client Money Protection (CMP) Insurance? Yes we hold money protection with UKALA Client Money Protection.

How much deposit do you take? The law limits tenancy deposits to 5 weeks of rent (6 weeks if the annual rent is £50,000 or more).

Will you spend money on repairs without authorisation? We will agree a spend limit with you or if you prefer we will seek your authorisation each time a repair is required.

Do you allow me to choose my tenant? Yes. Once we have found a tenant for you, we will ask for your confirmation that you are happy for us to proceed.

WHY SHOULD I USE A LETTING AGENT TO MANAGE MY PROPERTY?

This question comes to the mind of many Landlords, unsure as to whether they should be managing their own buy to let properties themselves or asking a letting agent to fully manage them instead.

Based on our research and feedback from tenants, we find that tenants

prefer to rent a property which is fully managed by a letting agent knowing that their repairs and queries will be dealt with in a timely manner. We can resolve repairs quickly and efficiently and understand which issues are required to be prioritised.

What are the benefits of using Gibbins Richards Lettings & Management to manage my property?

- **A TRUSTED BRAND** Since 1991
- **HIGH STREET OFFICE** You can come and talk to us in person
- **POWERFUL MARKETING** We help you find the most suitable tenant
- **MAINTENANCE** Priority access to local contractors
- **COMPLIANCE** From tenancy documents, to your rights and obligations
- **OUR TEAM** Approachable, efficient and experienced
- **24/7 EMERGENCY CONTACT** In case the worst happens
- **ACCREDITED** Peace of mind that you are dealing with a reputable agent
- **TENANCY ISSUES** Dealing with any day to day queries that may arise
- **PERIODIC PROPERTY INSPECTIONS** Ensuring your property is kept to a required standard
- **RENT COLLECTION** Monthly collection of your rent and dealing with any arrears through our late rent procedures.



ACCREDITED AGENT

We find that by using an Accredited Letting Agent that tenants are much more likely to stay as long term tenants and to keep your property to a certain standard.

Our knowledge of the law keeps us up to date with legislation and regulations of which there are over 125 which affect rental properties.

Many landlords are not aware of all of their legal responsibilities which can make them vulnerable.

As an accredited letting agent, we stay fully informed of the latest legislation and regulatory changes affecting the rental sector.

Our team ensures that all managed properties remain fully compliant with current legal requirements throughout the duration of the tenancy, giving landlords complete peace of mind and protecting both their investment and their tenants.



FULL MANAGEMENT SCALE OF CHARGES

FULL MANAGEMENT Set-up fee £240.00 (£200.00 + vat) includes:

- Virtual tour
- Property marketing and accompanied viewings
- Tenant credit checks
- Right to rent checks
- Review of 3 months' bank statements
- Referencing of employers
- Referencing of previous landlord
- Fitness for human habitation (FFHH) assessment
- Transfer of utilities and council tax from the landlord to the tenant
- Inventory

TENANCY AGREEMENT & TENANCY RELATED PAPERWORK

- Creation of a 6 month Assured Shorthold Tenancy Agreement £120 (£100 + vat)
- Deposit lodged with the Tenancy Deposit Scheme £30.00 (£25 + vat)

SAFETY CERTIFICATES

- Legionella risk assessment £120.00
- Energy Performance Certificate £120.00
- Gas Safety Certificate £90.00 including a service £120.00
- Electrical Portable Appliance test £90.00 (PAT)
- Certificate Electrical Inspection Condition Report £200.00

TENANCY CLOSDOWN FEE £120.00 (£ 100.00 + VAT)

Includes: Tenant Check Out

Negotiating & agreeing Deposit Deductions Transfer of Utilities and Council Tax from the Tenant to the Landlord/new tenant

INSPECTIONS Routine Property Inspections £18.00 (£15 + VAT).

FULL MANAGEMENT SERVICE

1. The first step is to visit your property and provide a free rental appraisal and advice on current lettings regulations and legislation.
2. Once we have agreed a marketing plan and received the completed Terms of Business, we will begin finding you a suitable tenant.
3. We will carry out all viewings at your property and interview all prospective tenants; you will then be sent a viewing form completed by any prospective tenants and can advise us of your choice. The successful tenants are then credit checked and fully referenced.
4. When referencing is successfully completed we will arrange a convenient move in date for both parties, draw up the tenancy related paperwork, statutory notices and inventory.
5. Rent and deposit is collected. Relevant paperwork is sent to the tenant for signature and keys handed over to the new tenants.
6. Deposit is protected with the Tenancy Deposit Scheme.
7. The council and utility providers are advised of the date that the new tenants moved in their names and meter readings.
8. Your first rental payment, minus our fees and additional costs, are deducted and the balance sent to you.
9. Future rental payments are transferred to your account within 30 days of the date that the rent is due.
10. We will be the first point of contact for your tenants and are on hand to deal with repairs and maintenance as well as managing tenancy queries, extensions, renewals and terminations.
11. Routine inspections are carried out to ensure that tenants are looking after your property. You will receive an inspection report via email for your records.
12. We will ensure that all safety certificates are kept up to date and renewed when necessary.
13. We will arrange rent reviews and discuss this with you before implementing an increase on your behalf.
14. Tenants are required to serve notice from the anniversary date of the start of their tenancy. We will inspect the property prior to them moving out and they will be advised of how the property is expected to be returned. We will then meet the tenant at the property on their check out date to complete a final inspection and condition report.
15. If there is any dispute with your tenant over deductions from their deposit this will be dealt with by us by using the inventory and video that was prepared on the move in.

LET ONLY SCALE OF CHARGES

**LET ONLY Set-up fee = 75% (including vat)
of the first months rent**

TENANCY AGREEMENT & TENANCY RELATED PAPERWORK

- Creation of a 6 month Assured Shorthold Tenancy Agreement
£120 (£100 + vat)
- 5 weeks deposit lodged with the Tenancy Deposit Scheme
£30.00 (£25 + vat)

SAFETY CERTIFICATES

- Arranging a comprehensive 3rd party inventory including photographs and meter readings = £180



HOW OUR MANAGEMENT FEE IS SPLIT

12.00% (10.00% + VAT) of the monthly rent

4.80%
(4% + VAT)

Co-ordinating repairs,
safety certificates
and dealing with
emergencies 24/7

3.60%
(3% + VAT)

Collecting and
processing rent
payments

3.60%
(3% + VAT)

Dealing with the day-to-day
management of your property
and queries from your Tenant

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*Gibbins Richards Lettings
gave me a fantastic managed
service, I will recommend
them to anyone needing
property letting services.*

Chris P, Wellington

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