Harmony website

**Header and footer**

Add a report maintenance button on top right with form like on purple letting website.

Remove google + logo and change footer copyright to:

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**Home page**

Welcome to Harmony Sales & Lettings

Torquay Independent Estate & Letting Agent

Harmony Property is a forward-thinking independent Sales & letting agent here to help our clients sell or rent their properties with ease.

We are committed to providing an exceptional service infusing our traditional values with the latest technology. At the heart of everything we do are our values of honesty, reliability, respect and working to an exceptional standard.

**About**

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As a professional registered agent we are members of the Property Redress Scheme, Client Money Protect, Tenancy Deposit Scheme (custodial), Devon Landlords Association, Residential Landlords Association and we are accredited by L.A.S.W. and A.N.U.K.

We market your property on our website, in our shop window, on social media and we feature your property on the major property portals Zoopla, Prime Location and On the Market.

Please add links to CMP Certificate and PRS certificate which are attached to the email.

**Selling your property**

Change picture to the same as Information for landlord’s page.

**Market your property with confidence**

Your property will be viewed by thousands of people using the best in online, social media and traditional platforms.

**Find the right buyer**

We use our experience to pre qualify potential buyers for your property. We will produce a full colour brochure of your property which includes quality pictures, EPC and floor-plan.

**Fixed price**

We charge a fixed price to sell your property so there are no hidden surprises. We will also help you work out all the fees involved in selling your property.

**Selling**

**Service and Fees**

Change picture to the same as Information for landlord’s page.

**Request a valuation**

Change picture to the same as Information for landlord’s page.

**Landlords**

**Information for landlord’s**

**Compliance**

There are some legal requirements when it comes to letting your property. EPC, Gas Safe, Electrical Safety are just some of them. We will advise you of your responsibilities and assist you in ensuring that you are fully compliant.

**Advertising**

We will use our wide range of marketing to find you a suitable tenant as quickly as we can.

**Viewings**

We carry out accompanied viewings with qualified applicants. You will receive detailed feedback.

**Referencing and Checks**

When a suitable applicant has been identified we will carry out a full reference, credit check and right to rent check which will be reported to you by way of a summary report.

**Set up the Tenancy**

We prepare the tenancy agreements and additional paperwork. We can complete a detailed inventory of the property ( extra charge applies). We take the first month’s rent and deposit and once all documentation is signed we hand over the keys to your new tenants.

**Manage the Tenancy**

We will manage the tenancy as detailed in our full management package.

**Fees and service**

**Full Management**

Our service is designed so that we take care of everything. What’s included...

* Advice on the rent you can expect to receive
* Advertising and marketing of your property, including a 'To Let' board where appropriate
* Advise on your compliance as a landlord
* Accompanied viewing with prospective tenants
* Referencing and credit checking applicants to find suitable tenants (We also complete a right to rent check)
* Preparing and arranging the completion of the tenancy agreement and any other documents which may be necessary
* Arranging for a complete property inventory to be carried out
* Collecting a deposit from your tenant and lodging it with Tenancy Deposit Scheme
* Use a third party to notify the Council Tax, Water Authorities plus all relevant utility companies of the change of occupier and meter readings upon commencement of a tenancy
* Collect the rent and forward to you quickly with a remittance
* Preparing and sending rent statements on request
* Notifying you of any rent arrears and acting accordingly
* Carrying out regular inspections and forwarding you a full report
* General day to day managing of the tenancy. This includes dealing with the tenant’s issues and arranging contractors for maintenance work. We always get landlords permission before instructing a contractor. Payments to contractors are the landlord’s responsibility but the invoice is usually paid out of the rent. There is a 10% commission for arranging contractors.
* When the tenancy ends we check the property is in an acceptable condition, in our opinion, in acceptable condition, subject to fair wear and tear. If necessary we will deduct fees from the deposit.
* Return the deposit to the Tenant at the end of the tenancy, provided that the tenant has complied with the terms of the tenancy agreement.

**Extras**

* Arranging for a complete property inventory to be carried out
* Arrange for EPC, EICR or Gas Safe checks to be completed

**Our Reasonable Prices**

Full Management - Set Up £149 plus 10% of total rent value No Let No Fee  
There is NO VAT to be added to any of our prices.

**Request a valuation**

Change picture to the same as Information for landlord’s page.

**Tenants**

**Information for tenant’s**

Change picture to the same as Information for landlord’s page.

**Our conditions:**

* Applicants must be 18 years of age or older
* We carry out right to rent checks on all applicants and will need the appropriate identification
* A holding fee equal to 1 weeks rent will be taken to hold the property
* A deposit equal to 5 weeks rent is taken prior to the start of the tenancy
* One month’s rent in advance is payable prior to the start of the tenancy

**Charges to tenants**

* A change to the tenancy requested by the tenant - £50
* A default fee of £10 to replace keys, if we need to replace the locks you will be charged the reasonable costs involved
* Interest charge payable on late payments over 14 days - No more than 3% above the Bank of England base rate

Change how to rent checklist button to How to rent guide and link to the same attached in the email.

**Search**

Perfect

**Contact**

Change picture to the same as Information for landlord’s page.