

Slades



SOUTHBOURNE

Christchurch | Southbourne | Highcliffe | Bransgore



MARKET LEADING ESTATE & LETTINGS AGENTS

Slades Estate Agents is a longstanding independent business established in 1992. We have offices in Bransgore, Highcliffe, Southbourne and our Head Office is in Christchurch.

Due to the increasing demand for letting and our insightful experience within the industry, we decided to open a dedicated Letting Office in Southbourne in 2007 to cover letting arrangements throughout Dorset.

We are here to help Landlords find suitable Tenants, deal with all contractual documentation and obligations, provide property maintenance, expert advice and liaise with the Tenant on the Landlord's behalf. We take pride in every property that is assigned to us and we have an excellent relationship with each Landlord.

Further details can be found at sladeshomes.co.uk
or call us directly on **01202 428555 option 2**

**“We look forward to welcoming all new clients
and being of valuable service to you.”**

A handwritten signature in black ink, appearing to read 'Jason Hallowes'.

Jason Hallowes - Partner MNAEA - MARLA

MEET THE LETTING TEAM



Jason Hallowes - Partner MNAEA - MARLA

Partner of the firm since 1997 Jason is a member of the National Association of Estate Agents & Association of Residential Letting Agents. Jason works between the Southbourne, Highcliffe and Bransgore offices and brings a wealth of knowledge and expertise to the business, he is highly regarded by his peers having gained vast experience within the housing market throughout the last 30 years.

jason@sladessouthbourne.co.uk



Jo Moore

Jo has been with Slades for over 20 years and at the very start of the Lettings office. Expert in TDS resolution to a satisfactory conclusion. All aspects of property management from remedial works to full refurbishment projects.

jo@sladessouthbourne.co.uk



Jason Jacobs

Jason has been with Slades for over 10 years and as a huge wealth of local knowledge & maintains excellent relationships with all of our Landlords

jasonj@sladessouthbourne.co.uk



Billy Hallowes

Billy has been with Slades for over 6 years and mainly deals with all the new lets & ensures both Landlords & Tenants are kept fully updated throughout the lettings process.

billy@sladessouthbourne.co.uk



Sara Stone

Sara keeps a close eye on all the rents that come in and ensures arrears are kept to a minimum. Also dealing with renewal of tenancies and maintenance as it arises.

sara@sladessouthbourne.co.uk



Louise Wise

Louise has been with the Lettings office for over 10 years. Primarily controlling the management of Gas Safety certificates and maintenance, keeping a close eye on the remedial works and progression to keep Landlords informed.

louise@sladessouthbourne.co.uk



Lois Murray

Lois controls the inspections for our managed properties, ensuring our Landlords are aware of the condition of their properties and if any maintenance is required.

lois@sladessouthbourne.co.uk



MARKETING

Property Consultation

We will visit your property to discuss your residential letting requirements and advise you of the current market value. We are also able to value the property with our wealth of local knowledge without the need to visit the property if a video tour is available.

Advertising

Ensuring your property reaches the widest audience, we advertise in both local publications along with our website and most major portals such as Rightmove and OnTheMarket, we appreciate in

this digital age the majority of initial enquiries are through the internet making the presentation of your property of the utmost importance, wherever possible we provide an online virtual tour of the property which is an invaluable tool.

Viewings

All potential Tenants will be accompanied around your property by a Slades representative who will qualify the Tenant and ascertain whether or not the applicant is right for your property.

TENANTS AGREEMENT



Referencing

We don't just let anyone into your property - to minimize the risks, applicants wishing to proceed with renting your property will undergo full referencing checks, including a credit search, Landlord and employer references, by a National referencing company. You will be supplied with a satisfactory summary report for approval. In accordance with the 2014 Immigration Act, we also conduct the Right to Rent check on all Tenants.

Rent Collection

Slades Lettings will collect the rent from your new Tenant prior to the commencement date and credit the balance on the first available payment run date, by BACS, less any applicable charges.

Utilities Update

We will notify all utilities.

Rent Warranty HIGHLY RECOMMENDED

Subject to applicants passing their referencing, we are able to offer you the opportunity of acquiring rent warranty. For the peace of mind this offers at such a small price, we strongly advise our Landlords to take advantage of this insurance. Your rent will be covered should the Tenants become unable to pay, whether due to redundancy, sickness or a change in circumstances.

Deposit

Slades Lettings hold a dilapidation deposit within the Tenancy Deposit Scheme for the duration of the Tenancy. At the end of the tenancy we negotiate with your Tenant if required, Slades has secured Zero Deposit Scheme if this is something a Landlord wished to offer prospective Tenants.

PROPERTY MANAGEMENT

Slades Lettings will take the hassle away from you, we instruct Tenants to contact us in the event of any problems or concerns, we have an on line system for Tenants that can be accessed 24/7, and dedicated contractors that will attend to our properties 365 days a year, our systems are cloud based and monitored 7 days a week to ensure that in all eventualities, situations can be dealt with as soon as possible. We can tailor this to suit you if you have your own preferred contractors. We reserve the right to act as an Agent of Necessity and carry out emergency repairs in your absence. If you have any homecare style policies that have an excess for call outs, a float will be retained on your account.

Property Management Visits

We carry out inspections of our managed properties, ensuring our Landlords are aware of the condition of their properties and if any maintenance is required whilst making sure Tenants are looking after the property to the obligated standard. If physical visits are not possible, every effort is made to conduct a virtual visit, still testing smoke and carbon monoxide detectors. A report is forwarded to you detailing any issues arising and applicable comments. Visits

thereafter are conducted between 6 - 12 monthly basis, there will be a charge if additional visits are required.

Online

You are also able to visit our website. www.sladeshomes.co.uk 24 HOURS a day, using your unique Landlord Log-in to view activity on your account or retrieve statements.

END OF TENANCY

Notice to Quit

Slades Lettings will contact you within the correct timescales to ascertain whether you wish to serve notice or extend the contracts. Slades will serve the appropriate Housing Act Notice to bring your tenancy to a close.

Re-Listing

Your property will be automatically re-assessed for the rental value at the end of each tenancy and re-marketed if required

LET ONLY PACKAGE



If you prefer to actively manage your own property but wish to avoid the processes associated with finding and referencing a Tenant, take advantage of our Let Only Service.

Our experience in vetting Tenants along with the benefit of the industry associations we belong to, ensuring that you are kept informed of the latest changes in regulations locally and nationwide and provided with legally backed documentation.

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TAX IMPLICATIONS FOR LANDLORDS



All Landlords will be assessed for tax on the income they receive from the letting of the property but the implications are very different for the Agent if the Landlord resides abroad.

UK RESIDENTIAL LANDLORDS

Letting Agents are required to provide the Inland Revenue with a listing of all Landlord's names and addresses and the amount of rent collected (Section 19(1)(c)). It is for the Landlord to declare the tax on the rental income made through the 'self assessment' taxation system to the Inland Revenue on the amount of rent received.

Slades Lettings can provide you with a pre populated Self Assessment Tax Report upon request.

NON RESIDENTIAL LANDLORDS

Landlords residing outside of the UK are still liable for tax on income arising in the UK. The Taxes Management Act 1970, Section 78, clearly states (a person not resident in the United Kingdom shall be assessable and chargeable to income taxes in the name of any agents). In other words, the Letting Agent can be liable for a non-resident Landlord's income tax if the Landlord is not under the 'self assessment' tax system.

Non-resident Landlords can apply to have NO tax deducted by the agent subject to certain conditions. Contact Slades Lettings for further details. Guidance notes are available on the internet through the 'centre for non-residents' pages of the Inland Revenue website: www.inlandrevenue.gov.uk/ncr/nr_landlords.htm

"For a Let Only service, the Tenant can become liable for an overseas Landlord's tax if paying direct to the Landlord."

The Law gives the Agent the right to retain tax at the basic rate of the rents collected to meet expected tax liabilities, this will only be paid to the Inland Revenue once the Landlord has been assessed and has appealed and claimed all costs. The onus is on the Landlord to appeal against the tax assessment and not on the Agent. If the Landlord refuses to accept the retention, the only option is to let the property on a let only service or to obtain Indemnity from the Landlord's Inland Revenue Tax office direct, not from the Landlord's Accountant/Tax Adviser.

TENANT DEPOSIT PROTECTION SCHEME



As a regulated company Slades Lettings will be protecting Tenant's deposits within the Tenancy Deposit Scheme. This will mean that the Landlord will be unable to deduct money from the Deposit to carry out repairs or cleaning without the agreement of the Tenant first.

“If a Landlord and Tenant cannot reach agreement for the amount of money that is in dispute then it will be referred to the TDS for adjudication.”

FACT SHEET FOR THE LANDLORD

How does the Tenancy Deposit Scheme work?

At the end of the tenancy the Agent/Landlord and Tenant will agree what happens to the deposit. (Agree to amounts proposed to be deducted, eg for cleaning, carpet cleaning, gardening, damages). If no resolution is reached within a certain timescale then a dispute will need to be raised with the TDS.

What happens if I do not lodge deposit with a Tenancy Deposit Scheme?

If a Landlord fails to comply with the new legislation by not protecting the Tenant's deposit the Landlord will be breaking the Law. The Landlord will be unable to gain possession of the property using the usual Section 21 notice and could be fined 3 times the deposit amount paid. The Landlord would have to return the full deposit amount before the Section 21 could be served. This is something 'let only' Landlords should be aware of if they are not covered through an Agent by an insurance or custodial scheme to protect the Tenants' deposit.

How can I protect my property and insure the deposit against any damage?

Inventories and check-in's are now so important and must contain a detailed record of the property. If no inventory is in place the Landlord will have no claim for repairs or cleaning against the Tenant. Tenants have a responsibility to return the property in the same condition as they took it. Invoices for carpet cleaning and general cleaning will be required at the end of the Tenancy. If at the end of a Tenancy there is a dispute as to the vacating condition of the property, the Landlord will have to pay for any repairs or cleaning before it is resolved in order to re-let the property as soon as possible thereby reducing the void period..

What happens if my Tenant moved in before 6 April 2007?

If a deposit was taken before the 6 April 2007 it will not need to be protected by the scheme. As an existing Tenancy is extended and a Landlord agrees a new fixed term tenancy such as 6 or 12 months, the initial deposit would then be covered by the Tenancy Deposit Protection Scheme. The Client Money Protection Scheme Slades Lettings belongs to is: RICS, 12 George Street, London, SW1P 3AD.

GENERAL INFORMATION

INVENTORY CHECK IN

A good inventory should provide peace of mind for both Landlord and Tenants and is a key aspect of profitable letting.

Our independent inventory company will prepare a detailed Inventory and Schedule of Plight and Condition of your property. This essential document lists all items contained in the property as well as the condition of both the internal and external fixtures and fittings and is used to determine whether or not dilapidations have occurred and to identify items that may have been removed.

Many Landlords letting unfurnished properties question the need for an inventory but it is important to remember that walls, floors, windows, doors, gardens etc, are all vulnerable to damage, therefore to prevent you carrying the cost of a Tenant's damage, it is essential to have an accurate record of the condition of these fixtures and fittings.

It is now Law to test smoke and carbon monoxide detectors to ensure they are in working order on the first day of a tenancy. We can conduct this service with the Tenant and provide you with a written and photographic report.

COUNCIL TAX

Unless otherwise agreed, your Tenant is responsible for paying this charge for the duration of their Tenancy. Where the property is vacant and furnished you will be responsible for the council tax. You will need to check with your local council to see if a discount for a void period may apply.

KEYS

It is essential that we are provided with a full set of keys prior to marketing. Once a Tenant has been selected, an additional set of keys for each Tenant will be required. Slades Lettings will retain a set for access to the property during the tenancy.

If you are unable to provide the required number of keys, please inform our office and we will arrange for keys to be cut prior to the commencement of the tenancy.

Keys are not released to the Tenant prior to the tenancy commencement date.

SIGNABLE INTEGRATION

Slades Lettings has introduced e-signature functionality in an effort to reduce the volume of paperwork for Tenants and Landlords, making it quick, easy and convenient to get those important documents signed anywhere, any time.

Documents will always be available to be viewed on line via your log in or, if preferred, we can still always send a paper version.

MAIL

It is your responsibility to arrange for the re direction of personal mail. Further details regarding re-direction can be obtained from your local post office or Royal Mail online.

YOUR MORTGAGE

If applicable you must inform your mortgage provider that you will be letting your property, as in many cases you will require their written consent. It is your responsibility to ensure that you have the relevant permissions and we reserve the right to demand sight of documents from your mortgage lender permitting the letting of the property. Should the lender require a copy of the Tenancy Agreement, we will gladly provide a copy.

TENANT REFERENCES

Slades Lettings understand the importance of not renting to just anyone – more so in property management, this is the start of our relationship with your Tenant.

The details of those who apply to rent your property are checked by a national referencing agent, who contact current and previous employers and Landlords, search the electoral roll to verify the applicant's address and will also carry out a credit search for County Court Judgements.

We ask Landlords to bear in mind that of course, whilst every effort is made to ensure accuracy, neither Slades Lettings nor the referencing agency used are able to guarantee the character of a Tenant, however, you can minimize the risk of income loss through non-payment of rent by taking out Rental Warranty and Legal Expenses cover, designed specifically to protect your rental income, which also covers some legal costs incurred in evicting a Tenant.

RENTS

For your convenience, rents are collected monthly in advance and payment is forwarded by BACS on the next available payment run day. Please note that it can take up to ten working days for clearance into your account. Statements can be viewed on line using your unique Landlord log in on www.sladeshomes.co.uk.

In this area, rents are usually exclusive of Council Tax and utility bills unless otherwise stated.

REPAIRS

In the event of an emergency or minor repair being required, we will arrange for work to be carried out at the earliest opportunity and report to you as soon as possible. The cost will then be deducted from the monthly rent (unless it is proven that the damage was willfully caused by the Tenant). We are happy to use your preferred contractors where possible but reserve the right to instruct our own contractor in case of an emergency or if your contractors are unable to undertake the necessary work within an acceptable time frame as this can have an impact on the service of a Section 21 notice to regain possession of the property.

BUILDING & CONTENTS INSURANCE

You should inform both your Buildings and Contents Insurers that you are proposing to let your property and ensure that you obtain their written confirmation that this does not affect your cover. Unfortunately some insurers refuse to cover rental properties and you may find you are not covered should a Tenant damage your property, however, Slades Lettings are happy to provide information regarding policies specifically designed for Landlords.

GENERAL INFORMATION (CONTINUED)

MANAGEMENT VISITS

Your property is as important to us as it is to you, and by carrying out periodic checks on the property we are usually able to establish whether or not your Tenants are honouring their contractual obligations to behave in a Tenant like manner and care for the property. All checks will result in a report being forwarded to yourself. If a Tenant is thought to be neglecting any aspect of their duty, Slades Lettings will inform you at the earliest opportunity and forward a cautionary letter to your Tenant.

Visits are carried out between 6-12 months. If additional visits are required, this can be arranged for an additional charge.

Recent changes in Law has given the Tenant the ultimate right to refuse access. Naturally we do all we can to maintain a good relationship with your Tenant in order to secure that trust and gain access to the property without incident. We are very careful to ensure that the Law and required regulations are followed by insisting a Tenant gives proper confirmation of access.

GAS SAFETY (INSTALLATION & USE)

REGULATIONS 1994 – HEALTH & SAFETY AT WORK ACT 1974

A Gas Safe registered engineer is required to carry out an annual inspection of the gas appliances and/or boiler. This is a mandatory legal requirement for anybody letting their property. Should you fail to have a gas safety certificate, you will not be able to serve a Section 21 notice. We reserve the right to instruct a gas safety certificate to be carried out should we not receive your confirmation to proceed. If you are a 'Let Only' Landlord, we will remind you that a gas safety certificate is due but it is ultimately your responsibility to ensure one has been carried out. We are happy to arrange this on your behalf subject to the current pricing. If you have a Building Compliance Certificate, this will only cover the boiler installation for the first year after installation, if there are additional gas appliances, a gas safety certificate will still be required for these items.

CARBON MONOXIDE & SMOKE DETECTORS

S150 of the Energy Act 2013 has been introduced requiring all rented properties to have the relevant number of smoke detectors for each floor and carbon monoxide detectors. The Landlord must provide these in working order and the Tenant is responsible for testing and replacing batteries once the units are installed. We can arrange these to be supplied and fitted at the current pricing. If a unit fails, it is the Landlord's responsibility to replace, via your log in or, if preferred, we can still always send a paper version.

LEGAL EXPENSES COVER

We are able to offer our fully managed Landlords Legal Expenses cover as part of their package. This covers the service of the relevant notices to evict a Tenant for non payment of rent or breach of tenancy. Solicitors would be instructed to serve the appropriate notices and regain possession as quickly as possible. Conditions apply, subject to satisfactory referencing criteria.

LEGIONNAIRES DISEASE

Landlords have a duty to ensure that the risk of exposure to Tenants, residents and visitors, is properly assessed and controlled. Legionella bacteria are found in the natural environment and may contaminate and grow in water systems, including domestic hot and cold water systems. They survive low temperatures and thrive at temperatures between 20-45°C if the conditions are right. They are killed by high temperatures at 60°C or above. For most residential settings the risk assessment may well show the risks are low so long as simple control measure are followed. This will apply to houses or flats with small domestic type water systems where the water turnover is high. Provided the risk assessment shows that the risks are insignificant and the control measures are being properly managed, no further action would be necessary. It is important however to keep the assessment under review periodically in case anything changes to the system. We can arrange a Risk Assessment if required, subject to current pricing.

ELECTRICAL EQUIPMENT (SAFETY)

REGULATIONS 1994

Since April 1 2021, every existing property must have a valid EICR.

You are obliged to ensure that all electrical equipment is safe and complies with regulations and will not cause danger. We also recommend that any appliances left for the Tenant's use are also PAT tested at the start of the tenancy. Tenants must be provided with a copy of the EICR prior to moving into the property.

THE FURNITURE & FURNISHINGS (FIRE) (SAFETY)

REGULATIONS 1977, AS AMENDED 1989 AND 1993,

CONSUMER PROTECTION ACT 1987.

Legislation makes it an offence for a Letting Agent to let properties containing furniture & furnishings, which do not comply with regulations.

The regulations cover anything upholstered or which has a filling, such as a mattress, pillows, padded headboards etc. Exceptions, curtains, carpets and duvets, as are items of 'period' and antique furniture & furnishings manufactured before 1950. However items restored since 1950, may contain harmful materials.

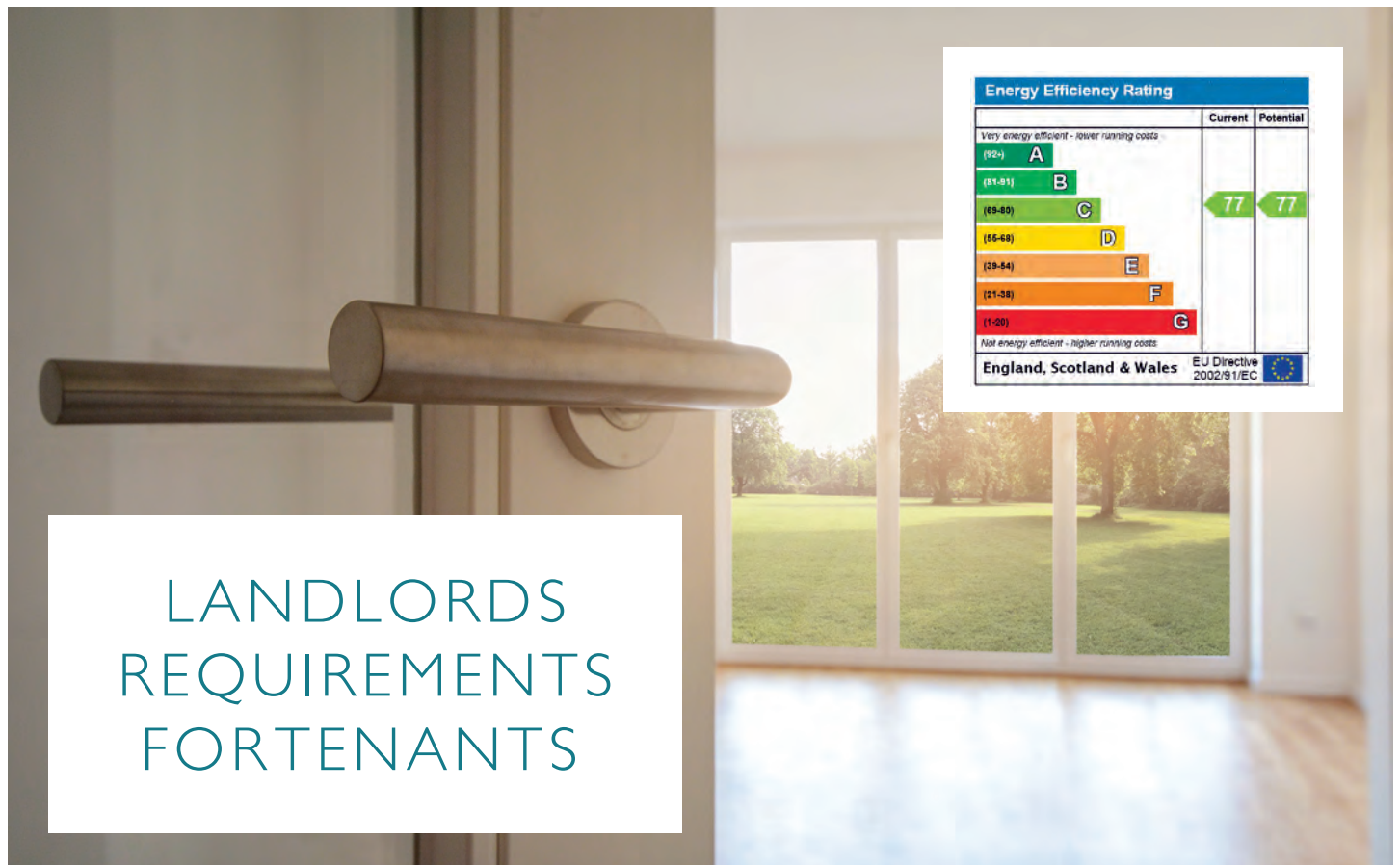
THE WATER INDUSTRY ACT 1999

Due to a change in the Water Act 1999, all properties with a change of name on the account whether due to sale or rent will have a water meter fitted to the property.

FULLY
MANAGED
LEGAL COVER
AVAILABLE



ENERGY PERFORMANCE CERTIFICATE (EPC) INFO



LANDLORDS REQUIREMENTS FOR TENANTS

Since 1 October 2008 it has been required to provide a Tenant with an EPC in the social or private rented sectors, before the start of the tenancy.

A building can be the whole of a building, or part of a building where the part is designed or altered to be used separately. For residential purposes, 'designed or altered to be used separately' describes a unit that is self-contained, meaning that it does not have essential facilities such as a bathroom/shower room, wc or kitchen with any other unit and that it has its own entrance, either from outside, or through common parts, that is, not through another dwelling.

Landlords must provide an EPC free of charge to prospective Tenants at the earliest opportunity and must provide a copy of the EPC to the person who takes up the tenancy.

The purpose of the EPC is to show prospective Tenants the energy performance of the dwelling they are considering renting.

EPC's are valid for ten years and can be re-used as many times as required within that period. It is not necessary to commission a new EPC each time there is a change of Tenant. However once a more recent EPC has been produced for a dwelling it will always supersede an existing one.

An EPC is not required for any property that was occupied prior to 1 October 2008 and which continues to be occupied after that date by the same Tenant, if the tenancy is periodic.

The EPC shows two things; the Energy Efficiency Rating (relating to running costs) and the Environmental Impact Rating (relating to the carbon dioxide emissions) of a dwelling. Each rating is shown on an A-G rating scale similar to those used for refrigerators and other electrical appliances.

From 1 April 2020 any rental property with a rating below E is considered substandard and it is illegal to let the property out.

Listed buildings are exempt from EPC Certificates.

A Landlord cannot serve a Section 21 Notice if the Tenant has not been provided with a copy of the EPC (for tenancies after 2008).



PRICE GUIDE

PROPERTY MANAGEMENT

STUDIO	Inventory Charge	£140	(£168 inc vat)
1 BEDROOM	Inventory Charge	£150	(£180 inc vat)
2 BEDROOM	Inventory Charge	£165	(£198 inc vat)
3 BEDROOM	Inventory Charge	£185	(£222 inc vat)
4 BEDROOM PLUS	Inventory Charge	£195	(£234 inc vat)
Check in		£80	(£96 inc vat)
(Required by law to test smoke detectors & carbon monoxide detectors)			
Check out		£120	(£144 inc vat) Studio to 2 bed
Check out		£150	(£180 inc vat) 3 bed plus
Monthly Management Fee		10 -12% of Monthly Rent plus vat	
Set Up Fee		£199	(£238.80 inc vat)
End of Tenancy Administration & Renewal Fee		£125	(£150.00 inc vat)
Register of deposit		£50	(£60.00 inc vat)
Referencing incl right to rent (per tenant & guarantor)		£65	(£78.00 inc vat)

LET ONLY

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Check out		£120	(£144 inc vat) Studio to 2 bed
Check out		£150	(£180 inc vat) 3 bed plus
Set Up Fee		50% of First Months Rent plus vat (min £400 + vat)	
Register of deposit		£50	(£60.00 inc vat)
Referencing incl right to rent (per tenant)		£65	(£78.00 inc vat)
Tenancy Extension		£125	(£150 inc vat)

ADDITIONAL SERVICES

EPC certificate	£100	(£120 inc vat)
Electrical Condition Report	Price on Application	
PAT Testing	£66	(£79.20 inc vat) max 10 appliances
Legionnaire Risk Assessment	£66	(£79.20 inc vat)
Carbon Monoxide Detector (Fitted)	£56.67	(£68.00 inc vat)
Smoke Detector (Fitted)	£48.33	(£57.99 inc vat)
Gas Safety Certificate	£65.00	(£78.00 inc vat)
Gas Safety and Service	£95.00	(£114.00 inc vat)
Gas Safety, Service and Legionella	£125.00	(£150.00 inc vat)
Key cutting	Retailer Cost	
Management Visit	£60	(£72 inc vat)
Serving of Section 21 Notice	£125	(£150 inc vat)
Deposit disputes	£200	(£240 inc vat)
Insurance Claim Administration	£150	(£180 inc vat)
Rent increases on a periodic tenancy	£50	(£60 inc vat)



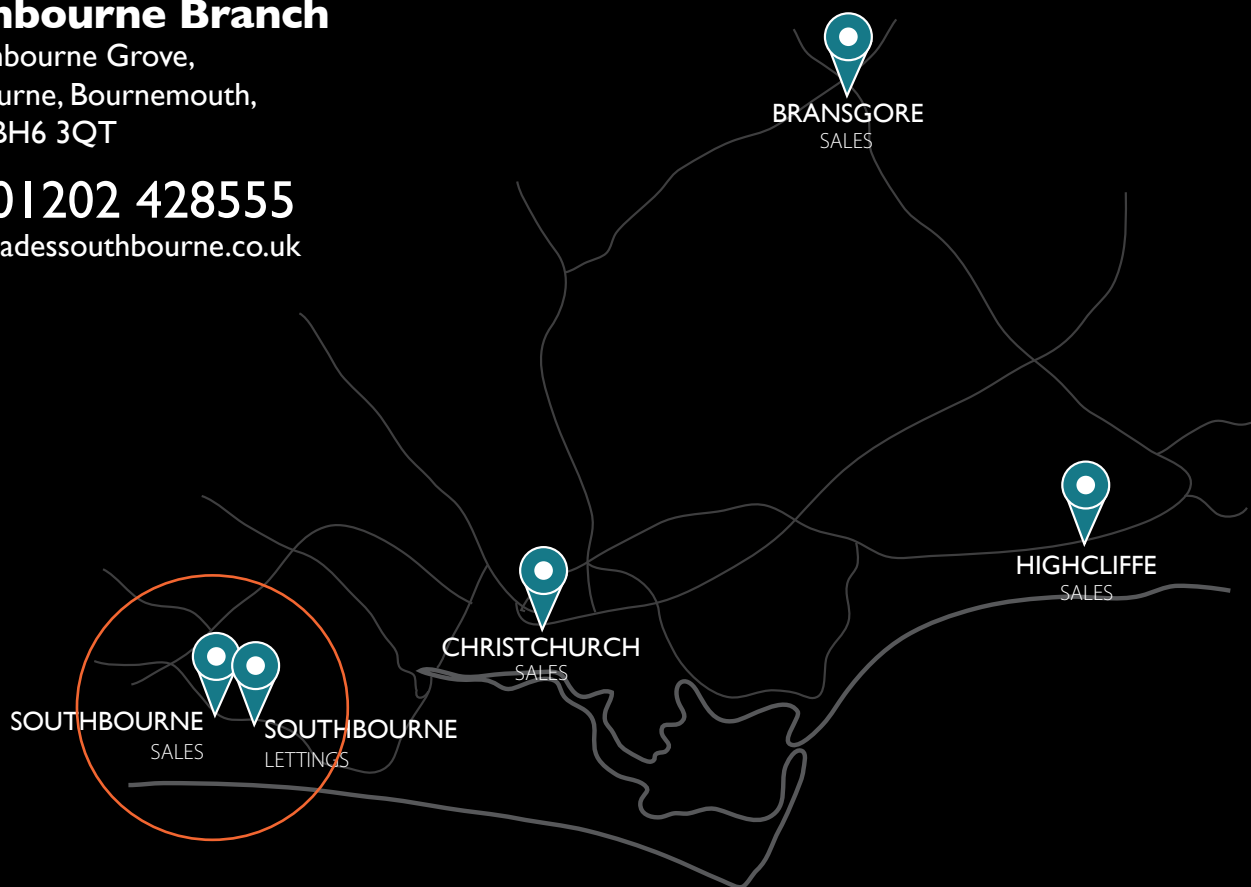
EST
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Southbourne Branch

51 Southbourne Grove,
Southbourne, Bournemouth,
Dorset BH6 3QT

TEL 01202 428555

sales@sladessouthbourne.co.uk



OUR OTHER BRANCHES

Christchurch Branch

7 Castle Street, Christchurch,
Dorset BH23 1DP

TEL 01202 474202

sales@sladeschristchurch.co.uk

Bransgore Branch

The Corner House, Ringwood Road,
Bransgore, Christchurch, Dorset BH23 8AA

TEL 01425 673311

sales@sladesbransgore.co.uk

Highcliffe Branch

356 Lymington Road, Highcliffe,
Christchurch, Dorset BH23 5EY

TEL 01425 277773

sales@sladeshighcliffe.co.uk

Lettings Branch

1a Grand Avenue, Southbourne,
Bournemouth, Dorset BH6 3SU

TEL 01202 428555

lettings@sladessouthbourne.co.uk

THE PROPERTY PROFESSIONALS

Slades Estate Agents

Christchurch | Southbourne | Highcliffe | Bransgore

www.sladeshomes.co.uk