

# Balmforth

Estate Agents, Valuers & Letting Agents



## Summary of Rental Services 2024

Town Centre office – Open 7 days a week



A: 22-26 High Street, Mildenhall,  
Suffolk. IP28 7EQ  
T: 01638 711171  
E: [mildenhall@balmforth.co.uk](mailto:mildenhall@balmforth.co.uk)  
W: [www.balmforth.co.uk](http://www.balmforth.co.uk)

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## Valuations

**Rental Assessment:** £ \_\_\_\_\_ p.c.m

### Fees:

Tenant Find Full Service: £ \_\_\_\_\_ + VAT

Managed Monthly Fee: \_\_\_\_\_ % Let / Re-Let £ \_\_\_\_\_ + VAT

**Notes:**

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## Full Tenant Find Only Services

The Tenant Find Service comprises of a fully inclusive listing, finding and set up service with fixed rates, based on the rent. From Tenant move in, it is then the responsibility of the Landlord to handle all matters for the Tenancy.

### **Starting from £400 + VAT (Basic Service)**

<u>For Monthly Rents of</u>	<b>Our Fees (+ VAT)</b>	<b>Our Fees (Inc. VAT)</b>
£0 pm - £599 pm	<b>£560</b>	£678
£600 pm - £999 pm	<b>£660</b>	£798
£1000 pm - £1299 pm	<b>£760</b>	£912
£1300 pm - £1999 pm	<b>£820</b>	£984
£2000 pm - £2499 pm	<b>£860</b>	£1032
£2500 pm +	<b>£920</b>	£1104

We are also able to offer a **Tenant Find Only Basic Service** which excludes

- The Deposit registration\* **Full rate less £50 + VAT (£60 Inc. VAT))**
- The Deposit Registration\* & Inventory **Full rate less £160 + VAT (£192 Inc. VAT)**

(\*The Landlord must provide details for their own scheme)

## Full Management Services

- a) **Monthly Management Charge** **11% +VAT (13.2% Inc. VAT)**  
Collected throughout the letting, usually on a monthly basis.  
*For Example: If the property lets at the advertised rent of £1,200 pcm, our monthly management fee will be £132 +VAT (£158.40 Inc. VAT). If the property lets at a slightly higher or lower figure, the management fee will be correspondingly higher or lower.*
- b) **Initial Management Letting/Re-Letting Fee**
- The agreed letting fee, for the first time the property is let **£250.00 + VAT (£300 Inc. VAT)**
  - The agreed re let fee for the property, for all subsequent lets **£200.00 + VAT (£240 Inc. VAT)**
  - Collected from the first month's rental income of each tenancy.
- c) **No Tenant Find Service Fees apply with Full Management Service.**
- d) **All expenses, commissions and charges will be deducted from the rental income before the balance is paid to the landlord(s).**

## USAF Rental Allowances

Rental Allowances from 16<sup>th</sup> January 2024



Adjacent  
USAF Lakenheath  
Gate 2



- There are additional, unpublished USAF Military allowances
- There are further USA Civilian and Contractor allowances

Rank	Rank code	Without dependents	With dependents
Airman	E1/2	£1125	£1250
Airman First Class	E3	£1125	£1250
Senior Airman	E4	£1125	£1250
Staff Sergeant	E5	£1200	£1330
Tech Sergeant	E6	£1440	£1600
Master Sergeant	E7	£1440	£1600
Senior Master Sergeant	E8	£1440	£1600
Chief Master Sergeant	E9	£2115	£2350
Second Lieutenant	O1E	£1440	£1600
First Lieutenant	O2E	£1440	£1600
Captain	O3E	£2115	£2350
Second Lieutenant	O1	£1200	£1330
First Lieutenant	O2	£1200	£1330
Captain	O3	£1440	£1600
Major	O4	£2115	£2350
Lieutenant Colonel +	O5-O10	£2250	£2500

## Key Features

**Our Rentals Managed and Tenant Find Services are the most comprehensive of any local agent and include “as standard”**

### Managed and Tenant Find

- **OPEN 7 DAYS A WEEK** (Mildenhall) - out of hours appointments available
- **FREE RENTAL ASSESSMENT** with no obligation
- **COMPETITIVE RATES & FEES** (No application fees for USAF Personnel)
- **EXCLUSIVE ON BASE, USAF NEW ARRIVALS ADVERTISING**
- Town Centre location (Mildenhall)
- Fully listed ARLA agent and member of the Property Ombudsman Scheme
- Multiple website listings, including Rightmove, OnTheMarket & [www.balmforth.co.uk](http://www.balmforth.co.uk)
- Social media advertising, including Facebook, Instagram, and Twitter
- Detailed A3 colour brochures with colour floor plans and locator maps
- Comprehensive Rental Packs, Rental Lists and Property Details
- Detailed Inventories and comprehensive Lease signing
- Registered with the TDS Tenancy Deposit Scheme
- Dedicated Rental Office in Lords Walk, adjacent USAF Lakenheath Gate 2, giving unrivalled access for USAF Tenants.
- Independent Rental Team (specializing in the USAF rental market)
- Fully compliant with USAF Housing Office requirements
- Compliant with Right to Rent Regulations
- USAF Housing listing account AHRN
- Dedicated USAF Website, [www.balmforth-usaf.com](http://www.balmforth-usaf.com) for USAF personnel
- Advertising on local USAF focused radio station Zack FM
- Advertising in USAF Base Magazines, including Stars & Stripes and Get up & Go
- On Base Access. Pick up and drop off USAF Military personnel for viewings
- Digital Tracking Portal

### Additional for Managed only

- Check In and Check Out
- Tenancy checks scheduled every 4 months
- Fixflo – Tenants can report repairs via our online service
- Digital Tracker – Landlord online access
- Rental collection and payment to Landlord
- Point of contact for tenant
- Serve any Statutory notices
- Ensure compliance to statutory requirements
- Rent reviews
- Lease renewals



# The Balmforth Rental Team

We have a strong team covering all aspects of our rental services



**Chris Mullender**  
Rentals Director



**Rebekka Stephenson**  
Rentals Manager



**Sue Smith**  
Senior Rentals Admin



**Jordan Faulkner**  
Rentals Negotiator



**Steven Amoss**  
Rentals Negotiator

**Bianca Amoss** **Cassie Inman** **Natalia Wierzynkiewicz**  
**Flip Miller** **Sarah Akehurst** **Tiffany Foley**  
Rentals Administrators

## Performance

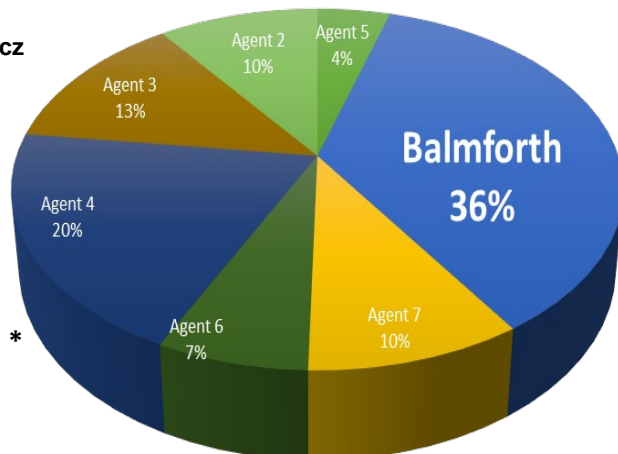
We Let more properties than any other Mildenhall (Local) Agent and we have the greatest choice!

Balmforth is **\*1<sup>st</sup> For Let Agreed**

(Certificate available on request)

\* In comparison with all Mildenhall Agents, based on; IP28 6, IP28 7, IP28 8, IP27 9 CB7 5 & for 01/01/23-01/01/24

\*Based on Rightmove Intel Certificate available to view

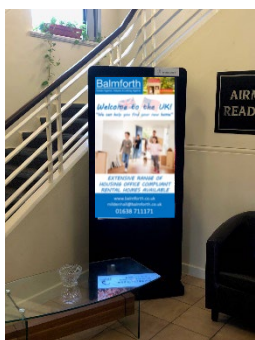


## Lords Walk Office

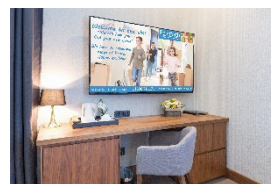
We have a brand new (Autumn 2023) dedicated rental office at Lords Walk, Eriswell. This is adjacent to the most regularly used base gate and every personnel arriving or leaving RAF Lakenheath will pass our office. The office has a combined UK/USAF theme and comfortable surroundings to deal with actual and prospective USAF tenants.



## On Base Advertising



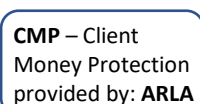
Balmforth is the **"Exclusive Estate Agent"** advertiser on the TV advert screens, on RAF Mildenhall, in four major locations with the most footfall and at the new arrivals hotel lodgings on base, in every room.



'Paid advertiser. No federal endorsement intended.'

## Professional

Your property is almost certainly one of your most valuable assets, so you need the reassurance of knowing that you're dealing with an Estate Agent who operates to the very highest standards of integrity and professionalism.



This "Summary of Rental Services" contains a very brief overview of our extensive range of services. If you require the full brochure, outlining our services in more detail, please contact the office and we can email or post a copy to you.