

## WHAT WE DO?

We are your local Estate agent with a difference.

We are Probably the cheapest agent locally and online.

With over 30 years of collective experience in sales, lettings and the financial market. our success is predominantly down to our warm and approachable staff who have a wealth of local knowledge they work hard to achieve the best possible price for your property whilst ensuring the whole process goes smoothly, with minimal effort on your part, as the staff will go the extra mile to ensure your needs are met.

These are some of the things we help with for you to feel more at ease.

- Free helpful advice on all aspects of buying, selling and letting
- Accompanied viewings
- Eye catching 'For Sale' boards
- Competitive commission rates
- Expert local knowledge

Excellent communication skills is a key factor to our success, and just because you're selling or letting your property it doesn't mean the rest of your busy life needs to be put on hold.

By using our online system you as a vendor and landlord have 24/7 access to up-to-date information on your property such as amount of viewings taken, offers taken, end of year statements, monthly statements etc., what's more tenants may also log in so they can make maintenance requests so no more leaving a problem unreported making it easier to maintain properties and at the end of a tenancy less to do to bring the property up to scratch.

The services we provide are

- Sales
- Lettings
- Commercial
- Residential & Business insurance
- Property reports for Immigrations
- Rent collection & Debit recovery service.

1 We are part of:



Haven Estates & Management Ltd |94 Abbeydale Road, Sheffield, S7 1FF  
Registered company in England & Wales Reg:10296063| VAT: registration number 247 5004 20  
Tel: 0114 2585044|Mobile: 07922278011  
Email: [hello@havenestatesheffield.com](mailto:hello@havenestatesheffield.com)  
Web: [www.havenestatesheffield.com](http://www.havenestatesheffield.com)

## Sell Your Property

### OUR FEES

As a privately owned company, we recognise that when you entrust the sale of your property with Haven Estates & Management our future success depends on the service we provide you.

Earning your respect Trust and winning your recommendations for our services is our prime concern, so we try our very best to give peace of mind whilst your property is on the market we work very harder sometimes even out of hours to get you the results that you would want from our competitors with fraction of the cost, what's more we are that confidence in our price structure if you find any one locally or online cheaper than us who would provide the same service and who give the same kind of commitment than us we will beat it by 5% so you have nothing to lose. Some of our extensive service offers you: A valuation service with no obligation

- Digital photos
- Regular mailing and e-mailing of new listed properties
- One to one personal service from experience staff
- Regular telephone contact & prompt returning of calls
- Accompanied viewings
- Expert local knowledge
- Competitive commission rates and unsurpassed service

1. Upfront fees start from £380 +VAT No commission at end of sale
2. No upfront fees £480 + VAT 0.5% commission on completion of sale (max term 6 month if you wish to continue) same terms apply.

2 We are part of:



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# Let your property with us

## Our fees

### OPTION 1 - TENANT FIND SERVICE

#### What Does It Cost?

Our Tenant Find Service starts from just £320+VAT WHICH IS A SPECIAL OFFER FOR THE FIRST 25 LANDLORDS THEN £385+VAT

#### What Do I Get?

##### We will:

- Advise and assist with regulations and provide EPC's, Gas Safety Certificates and Electrical Test Certificates as required.
- Advertise the property To Let including Zoopla.Co.UK.
- Market the property to 1000's of prospective tenants, including mailing lists.
- Conduct accompanied viewings.
- Vet tenants and negotiate rent/term/contents agreements on your behalf.
- Obtain a security deposit from tenants and meet regulations for deposit protection.
- Apply for and obtain relevant personal and financial references for each tenant.
- Prepare and co-ordinate the signing of tenancy agreements and where applicable guarantor agreements.
- Guide you and the incoming tenants on the Check in arrangements.
- Collect one month's rent in advance of the Check In.
- We will then handover to you to complete the Check In and to manage the property.

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## OPTION 2 - TENANT FIND PLUS PROPERTY MANAGEMENT

### What Does It Cost?

Our ever popular management option is just 7%+VAT pcm + £95 one off setup cost (for 5 or more properties we can offer discounted rates)

- What Do I Get?

### We will:

- Provide everything under the tenant find service. Then Check In the tenants for you. This includes :
  - Inventory
  - Letting tenants in and providing keys
  - Helping tenants open new utility accounts
  - Collect rent
  - 3 monthly inspections of the condition of the property against the inventory
  - Co-ordinate property maintenance/repairs using either our appointed tradesmen or yours as required
  - Check out tenants when required, Including dilapidation deductions from the security deposit
  - Forward your rent monthly less expenses with a statement of account
  - Negotiating fixed term tenancy extensions and serving statutory notices as required

## OPTION 3 – RENT COLLECTION SERVICE

This is a service for a person who likes to have their money collected and sent straight to their account and knowing if the worst was to happen we at Haven would be able to run around to chase the rent and if needed with your instructions transfer the debt to debt collectors:

£320+VAT one off setup fee then £20 +VAT PCM

## RENT GUARANTEE & LEGAL PROTECTION

If required we will arrange Rent Guarantee and Legal Protection Insurance for you with either the Tenant Find Service or Property Management Service.

Cover includes:

- Rent Guarantee if tenant defaults
- Legal cover for eviction
- The cost varies on a yearly basis typically between £70 and £150 annually (all with nil access).

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# DEPOSIT PROTECTION SERVICES

We offer both Custodial & insurance based deposit protection service with the DPS

Prices start from Free to £35+ VAT

## GUIDANCE ON YOUR RESPONSIBILITIES

We will also provide you information and guidance on your responsibilities as a landlord including:

- Gas Safety cert £50 + VAT
- Electrical Safety cert from £120 + VAT
- Fire Safety
- Deposit Protection

## IF YOU CURRENTLY REQUIRE INFORMATION ON REPOSSESSION OR RENT ARREARS, WE HAVE FREE GUIDANCE NOTES AVAILABLE ON:0

- Section 21 Notices
- Section 8 Notices
- Rent Arrears Options

Call us now on 0114 258 5044 or [email us](#) for your free copy today.

## NOT BASED IN THE UK?

If you are an overseas landlord (or planning to be) HAVEN ESTATES & MANAGMENT LTD are fully equipped to handle the necessary preparations and documentation to ensure your full legal registration with the HMRC Non-Residents Landlord Scheme.

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