



Full Property Management Service

Struan Baptie Property Management complete management service includes all of the following:

Free Lettings Advice – we will visit and inspect a property and advise on the following:

1. Rental market appraisal – an insight into the rent which you might realistically be expected to achieve and the potential return on buy to let investments
2. An overview of works – in order to maximize rental income
3. Requirements for letting – suitability of fixtures, fittings & inventory items and any works required prior to letting. Advice on whether to let the property in a furnished or unfurnished basis and what items to include or remove from the property. Also statutory safety regulations e.g. gas & electricity and fire & furnishings
4. Tax liabilities for overseas landlords
5. Insurance and mortgage requirements
6. Landlord Registration (Scotland)
7. Budgeted requirements for annual expenditure

Tenant Search:

1. Advertise the property, with fresh copy and colour photographs, via the following:
 1. An up-to-date property list which can be collected, e-mailed or posted on request
 2. Struan Baptie's own website (www.sb-pm.co.uk)
 3. Popular property portals: Lettingweb, Zoopla, Gumtree, Facebook & Twitter
 4. Tenants, who are registered with our property matching service, are contacted (by e-mail, text message or telephone) automatically with details of the properties that match their requirements
 5. To Let board
2. Arranging and carrying out of accompanied viewings of the property
3. Interviewing prospective tenants and carrying out appropriate checks on financial history and affordability to ensure that the rent guarantee criteria are met
4. Selection of the most appropriate tenant(s) and liaison over the date of entry
5. Preparation of property for let – carrying out a full photographic and comprehensive condition report/inventory of contents and decorative order of the property and taking appropriate meter readings
6. The Lease Agreement – we will secure the tenancy by coordinating:
7. The preparation of the lease (including guarantor's covenant where required) and AT5 documents
8. Setting up of standing order payments
9. The payment of deposit by the tenant which will then be transferred to Safe Deposits Scotland
10. The handing over of keys and notes to tenants on date of entry

Management – throughout the period of let we will:

1. Collect the rent monthly in advance



2. Supply monthly statements of income and expenditure for use in the preparation of income tax returns to the Landlord
3. Arrange all annual safety checks and license renewals
4. Be the first point of contact for any maintenance requests, general or emergency, and will supervise contractors and the necessary works. Repairs are only instructed through reputable trades people that we deal with on a regular basis thereby avoiding unnecessary work and expensive emergency call out charges
5. Distribute the rent due less any deductions via BACS electronic banking to the landlord
6. Inspect the property 6 monthly to ensure compliance with terms of the lease which includes photographs and report emailed to landlord
7. Negotiate the annual rent review where the tenant stays in the property in excess of 12 months
8. Conclusion of Tenancy:
 1. Serve the necessary paperwork (Notice to Quit, AT6, Section 33) as required
 2. Schedule a final inspection report, assess any required works and report findings to the landlord
 3. Agree damages, beyond fair wear and tear caused during the tenancy, and rectification (where necessary) and process return of deposit to tenant
 4. Calculate and collection of apportioned final rental payments
 5. Assess the current rental market and increase the rent accordingly where possible
 6. Arrange the re-marketing of the property

If you have any questions about letting your property, would like a copy of our Terms & Conditions ,or wish to arrange a free rental appraisal of your property, please call us on 01382 787 999 or [Make an Enquiry](#) via this website.

Lettings Only Service

Free Lettings Advice – we will visit and inspect a property and advise on the following:

1. Rental market appraisal – an insight into the rent which you might realistically be expected to achieve and the potential return on buy to let investments
2. An overview of works – in order to maximise rental income
3. Requirements for letting – suitability of fixtures, fittings & inventory items and any works required prior to letting. Advice on whether to let the property in a furnished or unfurnished basis and what items to include or remove from the property. Also statutory safety regulations e.g. gas & electricity & fire & furnishings
4. Tax liabilities for overseas landlords
5. Insurance and mortgage requirements
6. Landlord Registration (Scotland)
7. Budgeted requirements for annual expenditure

Tenant Search:

1. Advertise the property via the following:



1. An up-to-date property list which can be collected, e-mailed or posted on request
 2. Struan Baptie Property Management's own website (www.sb-pm.co.uk)
 3. Popular property portals:- Lettingweb, Zoopla, Gumtree, Facebook & Twitter
 4. Tenants, who are registered with our property matching service, are contacted (by e-mail, text message or telephone) automatically with details of the properties that match their requirements
 5. To Let board
2. Arranging and carrying out of accompanied viewings of the property and strictly by appointment only
 3. Interviewing prospective tenants and carrying out appropriate checks on financial history and affordability to ensure that the rent guarantee criteria are met
 4. Selection of the most appropriate tenant(s) and liaison over the date of entry
 5. Preparation of property for let – carrying out a full photographic and comprehensive condition report/inventory of contents and decorative order of the property and taking appropriate meter readings
 6. The Lease Agreement – we will secure the tenancy by coordinating:
 1. The preparation of the lease (including guarantor's covenant where required) and AT5 documents
 2. Setting up of standing order payments
 3. The payment of deposit by the tenant which will then be transferred to Safe Deposits Scotland
 4. The handing over of keys and notes to tenants on date of entry