BRIGHT HILL PROPERTIES

Letting Your Property — The Process, Step by Step

A clear guide to how we take your property from first valuation through to a settled, fully compliant tenancy — and look after it for you thereafter. Every landlord and property is different, so we'll always tailor these steps to you.

1. Free rental valuation & advice

We visit your property, assess its likely rental value in the current market and advise on presentation, compliance and which of our services — Let-Only or Full Management — best suits your plans. There's no cost and no obligation.

2. Instruction & terms of business

Once you're happy to proceed, we confirm the service and fees and you sign our Terms of Business. We complete the required anti-money-laundering and proof-of-ownership checks and gather the information we need to market and let the property (our Landlord Information Form makes this quick).

3. Getting compliant & market-ready

We make sure the legal essentials are in place — a valid EPC (band E or above), a Gas Safety Certificate (CP12) where there is gas, an Electrical Installation Condition Report (EICR), and working smoke and carbon-monoxide alarms — and we check any local council licensing. We can arrange any of these on your behalf.

4. Marketing your property

We prepare an accurate, attractive listing with quality photographs and advertise it across the major property portals. We handle all enquiries and accompanied viewings and keep you updated on the level of interest.

5. Referencing & Right to Rent

When we receive an offer, every prospective tenant is independently referenced — covering identity, credit, income and previous-landlord checks — and we carry out the Right to Rent immigration checks required by law before anyone moves in.

6. Tenancy agreement & signing

We draw up a fully compliant tenancy agreement, issue the current 'How to Rent' guide and the other documents the law requires, and arrange signing electronically for speed. Under the Renters' Rights Act, tenancies are periodic from the outset.

7. Deposit, inventory & move-in

We collect the first month's rent and the deposit, protect the deposit in a Government-approved scheme (MyDeposits), arrange an independent inventory and check-in, take meter readings and hand the keys to your new tenant.

8. Rent collection & statements

Rent is collected and paid to you by bank transfer, with clear statements provided. We chase any arrears promptly and keep you informed throughout.

Included with Full Management services.

9. Ongoing management

We handle day-to-day maintenance within the spending limit you set, carry out periodic property inspections, and keep your safety certificates and licences up to date — so you stay compliant and worry-free all year round.

Included with our Full Management service.

10. Rent reviews

Ahead of each anniversary we review the rent and, where appropriate, serve a statutory Section 13 notice to keep your income in line with the market. Under the Renters' Rights Act the rent may be increased once a year in this way.

11. End of tenancy

When a tenancy ends we handle the notice, check the tenant out against the original inventory, agree any deductions and return the deposit, and — if you wish — re-market straight away to keep void periods to a minimum.

Ready to get started?

Book your free, no-obligation rental valuation and we'll take care of the rest.

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