



Letting & Management



Welcome to the Letting & Management practice of WEST - The Property Consultancy

WEST - The Property Consultancy Letting and Management is a forward thinking independent expert investment agency whose reputation is one of superior service and unrivalled knowledge. Whether this is your first investment or you are an experienced portfolio Landlord we will provide you with a flexible and supportive service to suit your needs.

This agency has gone over and above for us. We have rental properties that they manage seamlessly. We need not worry as they look after the tenants very well and contact us promptly when needed and importantly with advice or solutions. Plus they work around our antisocial work hours to look after us. The tenant and us are treated very fairly and gives us both peace of mind. I can highly recommend their services.

Landlord Mrs F



Your Investment

We have been securing investments on behalf of clients for over 20 years and our team of highly knowledgeable investment specialists can be utilised to act on your behalf. From skilfully negotiating your purchase right the way through to the timeliest exit, we will be there to support and advise, ensuring your investment performs and works hard for you.

The Marketing Campaign

Our practice is structured to enable us to bring your rental investment to the widest possible market place at a Local, National and International level.

Our local knowledge is second to none, not only do we work here but we live our lives here to, we are part of the local community and that makes us uniquely placed to share our passion and enthusiasm for all the area has to offer with our large database of potential tenants. We use the latest technology to connect with applicants including SMS, email and social media platforms.

Your rental property will be presented on our website and internet portals such as Rightmove with full details, photographs and detailed floor plans designed to stimulate tenant interest. We also provide distinct and consistent advertising in The Oxford Times, The Witney Gazette, The Bicester Review, The Wantage Herald and other local titles, as well as securing features in the editorial section where possible.

“WEST - The Property Consultancy have looked after my rental properties for more than eight years now, and I'm very happy with how they combine being highly professional but also approachable and friendly. And they've always found me excellent tenants too!”

Let Only Landlord Mrs L

The Right People

We have made painstaking efforts to differentiate the services provided by us from other agency practises. Our team is our most valuable asset; each individual is dedicated to their clients, an expert in their field and brings an inexhaustible passion and energy to customer care. Just check out our testimonials!

All team members carry the Technical Award in Residential Lettings and Management and attend regular training courses to refresh and update their knowledge and we are members of the industry's leading professional body the Association of Residential Letting Agents. There are hundreds of pieces of legislation governing the field of Lettings and Management and therefore it is essential to have a fully qualified, attentive property management team working on your behalf, ensuring you are always the right side of the line.



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Our network

With offices in Oxford, Wantage and London our reach spans across multiple counties and encompasses perspectives from the City and Country. We also benefit from strong strategic alliances formed over the years with local leading firms of Solicitors, Tax advisors, financial experts and interior designers.

Happy tenants Equals Happy landlords

Tenants are very astute and often look for agents and landlords that are part of a recognised accredited schemes, WEST – The Property Consultancy are members of ARLA / Propertymark, The Property Ombudsman and are also members of a Client Money Protection Scheme. We have built a strong reputation as the favoured agent for tenants, meaning we often retain our tenants as well as our landlords.

Quick reference

Let Only Rent Collect Managed Managed +

Pre tenancy

	Let Only	Rent Collect	Managed	Managed +
Free market appraisal	Ⓜ	Ⓜ	Ⓜ	Ⓜ
Arranging an EPC*	Ⓜ	Ⓜ	Ⓜ	Ⓜ
Producing full property details including photography and floor plan	Ⓜ	Ⓜ	Ⓜ	Ⓜ
Advertising and marketing the property	Ⓜ	Ⓜ	Ⓜ	Ⓜ
Conducting viewings & negotiating offers and terms	Ⓜ	Ⓜ	Ⓜ	Ⓜ
Obtaining references through a referencing company	Ⓜ	Ⓜ	Ⓜ	Ⓜ
Arranging pre-tenancy maintenance and certificates as required*	Ⓜ	Ⓜ	Ⓜ	Ⓜ
Arrange an inventory and condition report*	Optional	Optional	Ⓜ	Ⓜ
Preparation of legal documentation e.g. tenancy agreement	Ⓜ	Ⓜ	Ⓜ	Ⓜ
Registration of deposit and associated administration	Ⓜ	Ⓜ	Ⓜ	Ⓜ
Check in*	Optional	Optional	Ⓜ	Ⓜ

Post move in

Transfer of utility accounts			Ⓜ	Ⓜ
Rent collection and accounting including account statements		Ⓜ	Ⓜ	Ⓜ
Annual tax return statement		Ⓜ	Ⓜ	Ⓜ
Chasing rent arrears		Ⓜ	Ⓜ	Ⓜ
Payment of invoices from received rent			Ⓜ	Ⓜ
Compliance with the overseas landlord scheme		Ⓜ	Ⓜ	Ⓜ
Regular inspections and reports*	Optional	Optional	Ⓜ	Ⓜ
Obtaining quotes for repairs where required			Ⓜ	Ⓜ
Attending to day to day maintenance and tenant enquiries			Ⓜ	Ⓜ
Advise on refurbishment and substantial repairs*			Ⓜ	Ⓜ
Inspection of completed works			Ⓜ	Ⓜ
Preparing and serving notices*	Optional	Optional	Ⓜ	Ⓜ

Let Only Rent Collect Managed Managed +

Tenancy renewals/end of tenancy

Negotiate a renewal agreement between landlord and tenant*	Optional	Optional	Ⓜ	Ⓜ
Review rent at renewal point*	Optional	Optional	Ⓜ	Ⓜ
Prepare renewal documents*	Optional	Optional	Ⓜ	Ⓜ
Comply with the requirements of the tenancy deposit scheme*	Ⓜ	Ⓜ	Ⓜ	Ⓜ
Arrange a check out*	Optional	Optional	Ⓜ	Ⓜ
Transfer utility accounts			Ⓜ	Ⓜ
Re-market the property*	Ⓜ	Ⓜ	Ⓜ	Ⓜ
Negotiate the return of the deposit			Ⓜ	Ⓜ
Disperse the deposit with agreement from landlord and tenant	Ⓜ	Ⓜ	Ⓜ	Ⓜ
Confirm deposit return with the tenancy deposit scheme	Ⓜ	Ⓜ	Ⓜ	Ⓜ
Log a dispute with the tenancy deposit scheme for arbitration	Ⓜ	Ⓜ	Ⓜ	Ⓜ

Tenancy renewals/end of tenancy

Legal costs to obtain possession of the property if the tenant fails to pay the rent Or for any tenancy breach			Ⓜ	Ⓜ
Court attendance			Ⓜ	Ⓜ
Total claims limit of £50,000 per case			Ⓜ	Ⓜ
Covers breaches of the tenancy agreement by the tenant (including non-payment of rent does not include the rent payment) and expired Section 21 notices			Ⓜ	Ⓜ
Global Referencing and Right to Rent complaint				Ⓜ
Cover available for twelve months and renewed annually				Ⓜ
Fully transferable to ensure continuous cover when the tenant changes (subject to satisfactory references)				Ⓜ
Nil excess				Ⓜ
Full rent protection for the total monthly rent, (minimum £250 pcm, maximum £3,000 pcm) for up to six tenants, as named on the Tenancy Agreement				Ⓜ
Rent payable until vacant possession is obtained with no time limit and regardless of when the fixed term tenancy ends				Ⓜ

*Fees may apply and information regarding these fees is included in our terms of business

Recommendation... is the cornerstone of a high quality business



“WEST – TheProperty Consultancy have provided us with an exceptional letting service over many years. As professional landlords they deliver everything we need: responsiveness, market awareness, and a tailored approach. We thoroughly recommend them.”

MR O

“We have been with WEST-The Property Consultancy team for over 9 years now and have been very happy with the professional and efficient service they provided us. As some of those years we were abroad, it was very reassuring to leave our house in trusting hands. WEST-The Property Consultancy team were diligent in responding to communication and keeping us informed about our property. Thanks to his extensive knowledge about the Oxford housing market, WEST-The Property Consultancy team has advised and guided us whenever we needed it.

In my opinion, the company's biggest strength is that they think of landlord and tenant alike and keep everyone happy and well served. We would highly recommend them to anyone looking for a trustworthy and reliable agent.”

Sarah A



“WEST-The Property Consultancy have managed our investment property in Summertown for over 8 years. We have been very pleased with the service they have offered, the care they have shown and the advice they have given over those years. Their care has meant that we haven't needed to worry about any aspect of the property, even though we've moved out of the area, and we would totally recommend them to anyone wanting someone to manage their property.”

Investor

“We have consulted with WEST-The Property Consultancy team since 2013 having come into the letting investment market from a standing start. We have found over the years that the team is extremely proactive in terms of prospecting for new tenants and ensuring that our voids are minimalised. Their on the spot service is well considered and consultative and is a value add where access to your property is not possible on a daily basis. In short they are trustworthy and reliable. Their dealings with tenants is fair and just but has regard for the client and their interest in upholding your investment value. They regularly check the market for rents and look to enhance the income where possible, balancing out the long term rental receipt with the focus on income growth. We would thoroughly recommend WEST-The Property Consultancy team to any landlord or prospective landlord.”

Regards Mr L

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THE PROPERTY CONSULTANCY

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Our Services

Residential Sales
Lettings, Management
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Land, New Homes &
Investment
Property Auctions
Commercial Agency