toner
estates

Tenant Find Package

One of fee of £480 INCLUSIVE OF VAT

Services for landlords

MARKET APRIASAL
A member of our letting team will visit your property to discuss the best marketing strategy, any improvements needed and advice on staging the property for rental.

TO LET BOARDS
Striking and Stylish “house shaped” boards to get your property noticed.

APPLICANT MATCHING
We have a large list of potential tenants waiting for properties in all areas and match them to your property.

WEBSITE OPTIMISATION
We get your property on rightmove.com, onthemarket.com and tonerestates.com within 48 hours.

ACCOMPANIED VIEWINGS
All viewings are conducted by a trusted member of staff to ensure the security of your property.

PRE-TENANCY MEETINGS
An informal chat with your potential tenants to get to know them better - you are welcome to attend.

COMPREHENSIVE REFERENCING
Vouch carry out a full financial credit check, right to rent checks, previous landlord checks and an employment check.
We do not rent to tenants who fail a landlords check.
We do not rent to tenants who have ever had rent arrears.

ASSURED SHORTHOLD TENANCY AGREEMENTS

Our assured periodic tenancy agreements are kept up to date with all relevant legislation to ensure a legally binding contract between you and your tenants.

Compliance

The items below are legal requirements and must be in place before the start of the tenancy,
Landlords may organise these if preferable, or we can provide then at an additional cost.

ALL PRICES ARE INCLUSIVE OF VAT

EPC	£90.00
Legionella Risk Assessment	£40.00
Gas Safety Checks	£72.00
CO Alarm	£50.00
Smoke Alarms	£40.00
Electrical safety check	£150.00 (approx)
AST Addendum	£75.00

Toner Estates Ltd Bank Details: Sort Code: 30-94-70 Account Number: 40245660

TENANT FIND – TERMS OF ENGAGEMENT

AGENT'S RESPONSIBILITY

Provide where requested, advise on the legal aspect of letting.

If instructed, liaise with your mortgage lender and advise on their terms and conditions in obtaining their formal consent to the letting.

Take full details of your property.

Provide marketing which will include a 'To Let' board, particulars, advertise on onthemarket.com and on tonerestates.com

Arrange appointments for prospective tenants to view the property and where a property is unoccupied carry out accompanied viewings.

Negotiate and agree with your approval the terms of the letting.

Take up a reference and credit/status enquiry of any applicant in order to establish their financial standing and, if necessary, secure a guarantor.

Take up and obtain references on each applicant and report to you if unsatisfactory (it is our policy to approach the applicant's employer or accountant, and previous landlord for references, however this may vary subject to the circumstances of the individual applicants).

Accept and transfer to you a sum equivalent to a minimum of one months rent as a Tenant's deposit against dilapidation and their obligations under the Tenancy agreement. Please note, that no interest will be paid on these monies held, whether the account(s) is interest bearing or not.

Collect the first month's rental in cleared funds and make arrangements for payment of subsequent rentals.

Provide your tenant with telephone numbers emails and address for contact with yourselves.

LANDLORD'S RESPONSIBILITY

To make suitable arrangements for the re-direction of the Landlord's mail.

To provide the Agent with a correspondence address and contact telephone number and immediately inform the agents of any change of address or telephone number.

To notify the insurers that the property is let and ensure that the property and contents are covered by suitable insurance at all times.

Where a property is subject to a mortgage, to notify the mortgage lender of the letting.

Observe and adhere to all safety regulations & legislation that are places upon a property that is let and accept full liability for any fines, penalties or other action that may be imposed for non-compliance –

The Fire & Furnishings (Fire Safety Regulations & Amendments Regulations 1993, provide and maintain the required smoke alarms and CO alarms according to legislation.

The Gas Safety (Installation & Use) Regulations 1996 & Amendments Regulations 1996 & Amendments No.2 Regulations 1996

make sure gas equipment they supply is safely installed and maintained by a gas safe registered engineer

have a registered engineer do an annual gas safety check on each appliance and flue

give you a copy of the gas safety check record before you move in, or within 28 days of the check

The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 were updated in 2025 to include the social rented sector: Electrical Safety Standards in the Private Rented Sector (England) (Amendment) (Extension to the Social Rented Sector) Regulations 2025.

The regulations require that landlords have the electrics in their rented properties checked at least every five years by a properly qualified person. Social landlords who provide electrical equipment must also have this tested. Landlords must give their tenants proof of that they have had installations and equipment inspected, tested and checked.

,– Unless otherwise instructed in writing, arrange for a Gas Safe registered gas engineer to attend the property to carry out servicing, safety checks and where necessary repairs to all gas appliances in order that a Gas Safety Certificate may be issued in respect of the same.

Carry out a final inspection at the end of the Tenancy to check that the property has been left in a satisfactory condition and to carry out a dilapidation's assessment in accordance with the verified Inventory/Statement of Condition (an allowance for fair wear and tear being taken into account) and make sure such deductions as in our opinion are necessary from the tenant's deposit in order to rectify or to compensate you.

At the expiration of the tenancy, take meter readings (where applicable) and notify the utilities and the council tax of the tenants details for the final billing and vacation date.

To collect rent from tenant(s) on a monthly basis and hold the deposit within one of the three government schemes and to provide details of such to the tenant.

To carry out your own inventory and all lease agreements if optional service not chosen:

I/We confirm that I/We have read, understood and accept these Terms of Engagement (of which I/We retain a copy and forward the other copy to Toners). I/We hereby authorise Toner Estate Agent to act as agents on my/our behalf and market the property available for letting with immediate effect.

Landlord Signature: _____ Date:_____

Toners Estates Signature:_____ Date:_____