

Mr and Mrs Woodley and Mrs Jones  
2 St Julians Close  
South Marston  
Wiltshire  
SN3 4AH

Ref: OTL220052

22nd February 2022

Dear Mr and Mrs Woodley and Mrs Jones,

**Re: 2 St Julians Close, South Marston, Wiltshire, SN3 4AH**

It was a pleasure to meet with you all at the above-mentioned property today. Further to our discussions regarding the potential letting of your property, I am writing to confirm the following details:

The property is well suited to the current lettings market, and I would suggest that no changes are required to the property in order to secure a suitable tenant quickly. The market at present is very buoyant, and indeed the property will appeal to many of our prospective applicants. I would suggest that on an unfurnished/part furnished basis, we market the property in the region of £2,500-£2,600 per calendar month.

As discussed, an EICR (Electrical Installation Condition Report) & Gas Safety Certificate are both legal requirements ahead of a tenant moving in. It will be worth speaking to the plumber who installed your new boiler for a copy of the Gas Safety Certificate. If you would like us to organise the EICR, we can do so for £270 plus VAT.

As per our conversation, I would be happy to offer you a preferential fee of 10% plus VAT Platinum Full Management Service (ordinarily 12.5% plus VAT.) The fee is payable for the duration that the Tenant occupies the property whether or not we have formally extended or renewed the Tenancy. We would also advise there is an administration charge of £450.00 plus VAT (which includes preparation of the Tenancy Agreements and Inventory & Schedule of Conditions. For Tenancy renewals (if requested) there is a charge of £110.00 plus VAT.

All tenancy deposits taken in connection with an Assured Shorthold Tenancy must be protected by law by the Tenancy Deposit Protection Scheme. As members of The Dispute Service (TDS) Richard James will register and hold these monies as an independent stakeholder. The administration fee for this is £45.00 plus VAT.

In closing, I would like to thank you very much for your kind interest in our service, and I do hope that you will find that above and attached information useful.

Should you require any further information or if you would like to discuss matters in more detail please do not hesitate to contact me.

Yours sincerely,

Ellis-Rose Wigley  
Lettings Manager  
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