

# Landlord Brochure





# Step One

## Contact Your Local Branch



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### Blackheath

36 Montpelier Vale  
Blackheath, London SE3 0TA

Telephone: 020 8463 0091  
Email: [bh@jdmlettings.com](mailto:bh@jdmlettings.com)



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### Bromley

38 High Street  
Bromley, Kent BR1 1EA

Telephone: 020 8466 0155  
Email: [br@jdmlettings.com](mailto:br@jdmlettings.com)



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### Chislehurst

41 High Street  
Chislehurst, Kent BR7 5AE

Telephone: 020 3503 0407  
Email: [ch@jdmlettings.com](mailto:ch@jdmlettings.com)



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## Eltham

42 Well Hall Road  
Eltham, London SE9 6SF

Telephone: 020 3148 2040  
Email: [eltham@jdmlettings.com](mailto:eltham@jdmlettings.com)



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## Greenwich

147 Trafalgar Road  
Greenwich, SE10 9TX

Telephone: 020 7394 1160  
Email: [greenwich@jdmlettings.com](mailto:greenwich@jdmlettings.com)



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## Locksbottom

399 Crofton Road  
Locksbottom, Kent BR6 8NL

Telephone: 01689 323 070  
Email: [locks@jdmlettings.com](mailto:locks@jdmlettings.com)



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## Petts Wood

36 Station Square  
Petts Wood, Kent BR5 1NA

Telephone: 01689 838 040  
Email: [pw@jdmlettings.com](mailto:pw@jdmlettings.com)



## Step Two

# Why Let With Us?

There are many reasons you may wish to let a property, it may be a long term investment or a source of income.

Here at **jdm** we're ready to support you, understand your needs and deliver a service that helps you achieve what you want out of your property.

Our aim at **jdm Lettings** is to guide you through the process of letting and managing your property from beginning to end.



**Jeremy de Maid**  
Partner



**Jonathon de Maid**  
Partner



**Richard Piddock**  
Partner



**Mark Burgess**  
Regional Director





## Step Three

# Market Appraisals

Our market appraisal service is complimentary and there is no obligation to use our service.

Our experienced staff will be able to provide you with accurate rental appraisals and give you up-to-date advice on local rental market conditions.

We can also advise you on any enhancements which may increase the value and appeal of your property to the rental market.



“Being located overseas, the regular communication is very appreciated...”

**Mrs B**



# Step Four Marketing

When you instruct **jdm Lettings** to market your property we will highlight all of its key features to ensure we find the right tenant for your property at the best possible price.



“Great performance...”

Mr A



## Step Five Referencing



We manage tenant referencing and this process usually takes approximately 48 hours.

At **jdm Lettings** we use an independent referencing agency who undertakes credit searches.

We also obtain Employer and previous Landlord references, where applicable.

“...excellent team, we have been dealing with jdm Lettings for over 14 years!”

**Mrs D**



## Step Six Tenancy Agreement

We manage the tenancy agreement negotiations according to your requirements on your behalf.

We use Assured Shorthold Tenancy agreements, which are drafted by ARLA-approved lawyers and these will usually include an initial term of 6 to 36 months, subject to individual requirements. We also provide a termination facility in favour of one or both parties and other standard permissions.

We ensure that properties let through us are compliant with relevant legislation including:

- Gas Safety Certificate legislation
- Legionella Risk Assessment legislation
- Soft furnishing safety requirements
- Gas and Carbon Monoxide regulations
- Electrical Inspection Condition Report



## Step Seven Inventory

We strongly recommend that our clients obtain an inventory at the beginning of any tenancy. Our Inventory Clerks are independent and provide an unbiased assessment of the condition of the property.

The inventory enables you to establish if any deductions from the security deposit are required at the end of the tenancy.

“Thank you for providing a fantastic service from the day I first called...”

**Mrs P**





## Step Eight Security Deposit

All deposits are registered with a government-approved tenancy deposit scheme.

This protects the deposit on behalf of both the Landlord and Tenant and provides an independent means of settling any disputes regarding any deposit retention.

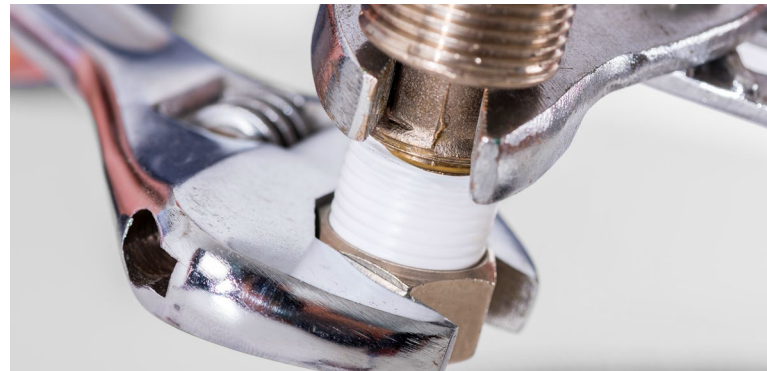


## Step Nine Property Management

Our property management service takes the stress and strain out of managing your property.

jdm Property Managers liaise with you, your tenant and any third party contractors to deal with any management and maintenance issues.

Please refer to page 13 for further details on Property Management and the services included.



“Very good and professional...”

**Mrs I**



## Step Ten Rent Collection

Our rent collection services removes the stress of dealing with any non-payment of rent by your tenants.

Please refer to page 12 for further details on our rent collection service and the services included.



## Step Eleven Insurance

As long as your prospective tenant meets certain referencing criteria, we can provide you with Rent Protection Insurance & Legal Expense Cover. In the event that your tenant stops paying rent, the insurance policy will pay rental arrears and cover any legal expenses\* involved in an eviction process.

\*Terms Apply



“Excellent overall performance...”

Mr B



## Step Twelve Tenancy Renewals

Two/three months before a tenancy is due to expire, we will manage either the renewal or termination process in accordance with the terms of the tenancy agreement.



## Step Thirteen Additional Services

We also deal with:

- Tenancy Administration
- Notices
- Check-out
- Re-marketing of the property.

Please refer to pages 11 - 13 for further details on the services included.



“...professional, helpful and friendly. Great team!”

Mr K



# Landlord Packages

## Letting Service

**jdm** offers three levels of Lettings services. Our experienced and friendly staff are able to provide you with any advice and guide you to the package which best suits your individual needs.

### Standard Service

- Dedicated & Professional Lettings Team
- Network of Branches
- Market Appraisal and Professional Advice
- Extensive Property Marketing
- Tenancy Negotiation
- Tenancy Agreement\*
- Gas Safety Certificates\*
- Energy Performance Certificates\*
- Compliance Issues Addressed\*
- Comprehensive Tenant Referencing\*
- Inventory Services\*
- Deposit Handling
- Mandatory Registration of Deposit\*
- Negotiation of Renewal/Termination of Tenancy
- Administration of Deposit at End of Tenancy
- Electrical Inspection Condition Report\*
- Legionella Risk Assessment\*

\*Additional costs apply

“I’d definitely recommend you guys...”

**Mrs S**



# Landlord Packages

## Letting & Rent Collection

### Standard Service

Dedicated & Professional Lettings Team  
Network of Branches  
Market Appraisal and Professional Advice  
Extensive Property Marketing  
Tenancy Negotiation  
Tenancy Agreement\*  
Gas Safety Certificates\*  
Energy Performance Certificates\*  
Compliance Issues Addressed\*  
Comprehensive Tenant Referencing\*  
Inventory Services\*  
Deposit Handling  
Mandatory Registration of Deposit\*  
Negotiation of Renewal/Termination of Tenancy  
Administration of Deposit at End of Tenancy  
Electrical Inspection Condition Report\*  
Legionella Risk Assessment\*

### Plus

Swift Accounting to Landlords with Rental Funds Collected  
Rent Arrears Management  
Spread the cost of Letting Commission across the Tenancy  
Monthly Statements  
Rent Protection Insurance\* available

\*Additional costs apply

“...friendly, professional and very fast.”

**Mr D**



# Landlord Packages

## Letting & Management

### Standard Service

Dedicated & Professional Lettings Team  
Network of Branches  
Market Appraisal and Professional Advice  
Extensive Property Marketing  
Tenancy Negotiation  
Tenancy Agreement\*  
Gas Safety Certificates\*  
Energy Performance Certificates\*  
Compliance Issues Addressed\*  
Comprehensive Tenant Referencing\*  
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Deposit Handling  
Mandatory Registration of Deposit\*  
Negotiation of Renewal/Termination of Tenancy  
Administration of Deposit at End of Tenancy  
Electrical Inspection Condition Report\*  
Legionella Risk Assessment\*

### Plus

Swift Accounting to Landlords with Rental Funds Collected  
Rent Arrears Management  
Spread the cost of Letting Commission across the Tenancy  
Monthly Statements  
Rent Protection Insurance\* available  
Property Management Visits & Reports to Landlords  
Dedicated Property Manager  
Arranging for works to properties in consultation with Landlords  
Mandatory Management of Compliance\*  
Negotiate Deductions from Deposit & Arrange Remedial Works  
Out of Hours Emergency Contacts  
Preferential Rates with Contractors for Landlords

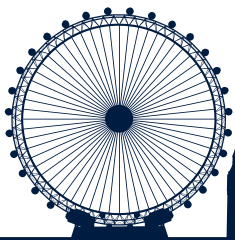
\*Additional costs apply

“Friendly and fast service...”

MR G

# Our reputation is built upon recommendation

“Thank you for providing a fantastic service  
from the day I first called, till the very end.  
I’d definitely recommend you guys...”





# Contact Us

## jdm Lettings

### **Blackheath**

36 Montpelier Vale, SE3 0TA  
t. 020 8463 0091  
e. bh@jdmlettings.com

### **Bromley**

38 High Street, BR1 1EA  
t. 020 8466 0155  
e. br@jdmlettings.com

### **Chislehurst**

41 High Street, BR7 5AE  
t. 020 3503 0407  
e. ch@jdmlettings.com

### **Eltham**

42 Well Hall Road, SE9 6SF  
t. 020 3148 2040  
e. eltham@jdmlettings.com

### **Greenwich**

147 Trafalgar Road, SE10 9TX  
t. 020 7394 1160  
e. greenwich@jdmlettings.com

### **Locksbottom**

399 Crofton Road, BR6 8NL  
t. 01689 323 070  
e. locks@jdmlettings.com

### **Petts Wood**

36 Station Square, BR5 1NA  
t. 01689 838 040  
e. pw@jdmlettings.com

### **Property Management**

399 Crofton Road, BR6 8NL  
t. 01689 850 850  
e. propertymanagement@jdmlettings.com

### **Accounts**

399 Crofton Road, BR6 8NL  
t. 01689 323 071  
e. accounts@jdmlettings.com

[jdmlettings.com](http://jdmlettings.com)