

LESLEY  
GREAVES  
estate & letting agents



The MODERN agent with TRADITIONAL  
values  
Lettings



# The MODERN agent with TRADITIONAL values

## **The MODERN Agent With TRADITIONAL Values!**

At Lesley Greaves, we believe that great service never goes out of style!

### **Blending Modern Technology With Genuine, Personal Service.**

While we embrace the latest technology to promote your property across as many platforms as possible, it's our personal touch that truly sets us apart.

Whether you're a landlord or tenant, we're here to support you every step of the way.

### **A smarter, more personal way to let your property.**

The way people search for homes has changed—most begin their journey online.

That's why we use modern, digital-first marketing to showcase your property at its very best, including promotion across multiple social media platforms. But we also understand the value of personal connection. Our centrally located office is open to welcome you in—real people, ready to listen, advise, and guide you every step of the way.

**Since opening our doors in 2006**, we've stayed focused on what matters most:

**Our Clients!**

We've built lasting relationships on a foundation of trust, honesty, and results. From your first enquiry to the day you receive your keys—and beyond.

We're here to make your move as smooth, informed, and stress-free as possible.





# GET 'ON BOARD' WITH OUR LETTINGS BOARDS

## **Let Your Property Stand Out from the Crowd**

Make a lasting first impression with our premium  
'To Let' boards.

Our boards are now available in three eye-catching designs.

Whether you prefer modern, classic, or bold branding, our boards are crafted to be both stylish and highly visible, helping attract attention from the moment your property hits the rental market.



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# TENANT FIND

Tenant Find service is 50% of the first months rent with a minimum of £400.00 plus vat (20%)

For landlords who feel confident to manage their property but need help to find a qualified tenant



Free professional photography as standard



Each prospective tenant will be fully referenced



At Lesley Greaves we film a virtual viewing



We will carry out a right to rent check on each prospective tenant



We can arrange an EPC, Gas safety record, EICR, Smoke Alarm, Carbon Monoxide Alarm and Legionella risk assessment for an additional cost



We will draft a comprehensive tenancy agreement between the landlord and tenant



We will conduct all the viewings



We charge only £50.00 plus vat to renew a tenancy





# FULL MANAGEMENT

Right to rent check

Arrangement fee £400.00 plus vat

Management fee  
9% plus vat

We offer complete peace of mind with our full management service



Free professional photography as standard



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Rent collection with prompt payment



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# FULL MANAGEMENT CONTINUED



We will send you a monthly landlord statement



We will manage non-resident landlord tax



Your tenants deposit will be protected with the deposit protection service (DPS)



We will notify the utility companies and local authority about the change of tenancy and provide meter readings



Free inventory and schedule of condition



Free property inspections at month 3 and then every 6 months



Free checkout inspection



We will arrange repairs and maintenance



Tenants can call us out of hours for urgent maintenance issues



We will deal with the day to day management





# VIEWINGS

## Comprehensive Viewing Services

Our comprehensive viewing service takes the stress out of the process by managing every detail—from scheduling and hosting viewings.

We ensure each viewing is professionally conducted, highlighting your property's key features and engaging tenants effectively.

After each visit, we collect honest feedback and share it with you.

With our expert team handling everything, you can feel confident your home is being shown to its full potential—helping you secure the right tenant, faster.





# SOCIAL MEDIA

## Benefits of Social Media for Estate Agents

Increased Visibility – Reach a larger audience beyond traditional property portals.

## Faster Property Promotion

New listings can go live and gain attention instantly.

## Builds Agent Brand

Consistent content builds trust, credibility, and personal connection with followers.

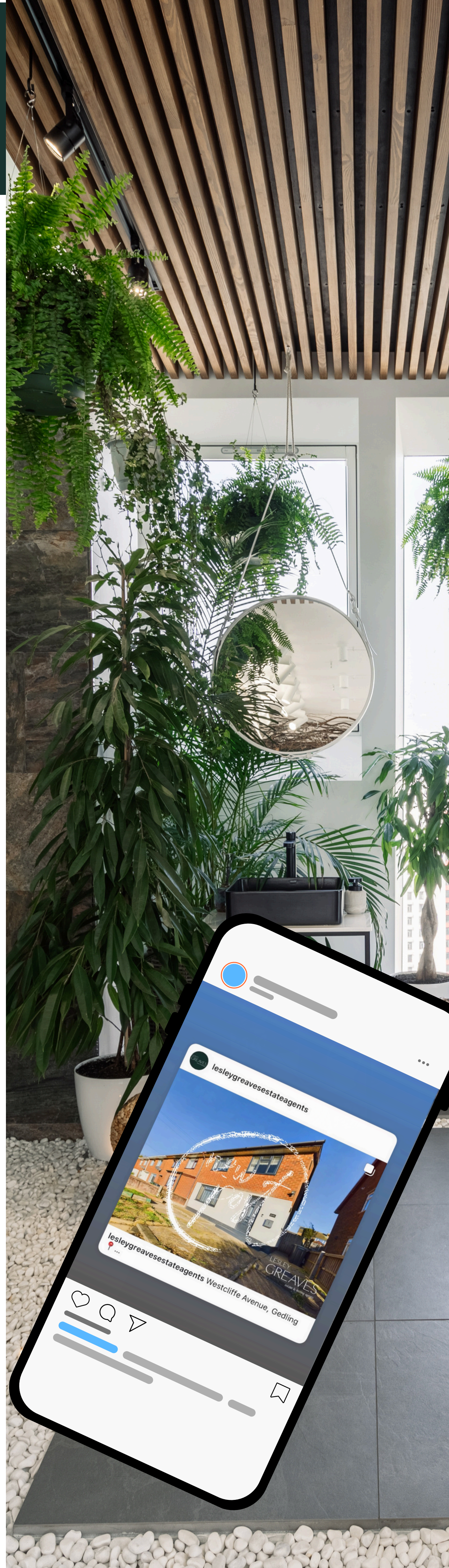
Engages Buyers & Sellers – Interactive posts, stories, and videos boost engagement and generate leads.

## People Feel More Connected to Us as Agents

We share our day-to-day office life on social media so our audience can get to know us as individuals. That way, when clients visit to drop off documents like ID, they can already put a face—and a personality—to the voice they've spoken to on the phone.

## Your Property Gets Noticed Where It Matters

Our social media posts regularly receive hundreds of views—putting your property in front of a wide, engaged audience. In fact, we've sold multiple homes where the buyer first discovered the property on Facebook or Instagram. It's powerful, **modern marketing that gets real results.**





# INVENTORIES

As it is law that the tenant's deposits are protected, it is highly recommended that Landlords/Agents should provide a comprehensive inventory carried out by a professional inventory clerk.

This document will comprise an integral part of the Assured Shorthold Tenancy Agreement and provides a detailed record of the contents and condition of the property. This is invaluable should any dispute arise at the end of the tenancy.

We will arrange for this service through our recommended inventory company. For our full management package the inventory and inspections are included.

For our tenant find package we can arrange for an inventory at a cost of £100.00 plus VAT should you require one.

During inspections we can check for any visible defects that may require attention or repair.

Should any defects be noted these would be reported to you, together with our suggestions of what to do to resolve the issue/s. It must be noted that we cannot be held responsible for any disputes arising out of missing issues or errors from inventories by a third party.

We will coordinate the tenant's vacation of the property and we will require a completed signed document from the landlord authorising us to return the deposit or withhold monies. It is strongly recommended that the landlord visits the property at the end of the tenancy in order to ensure the property is in good order and to see if any works are required prior to remarketing.



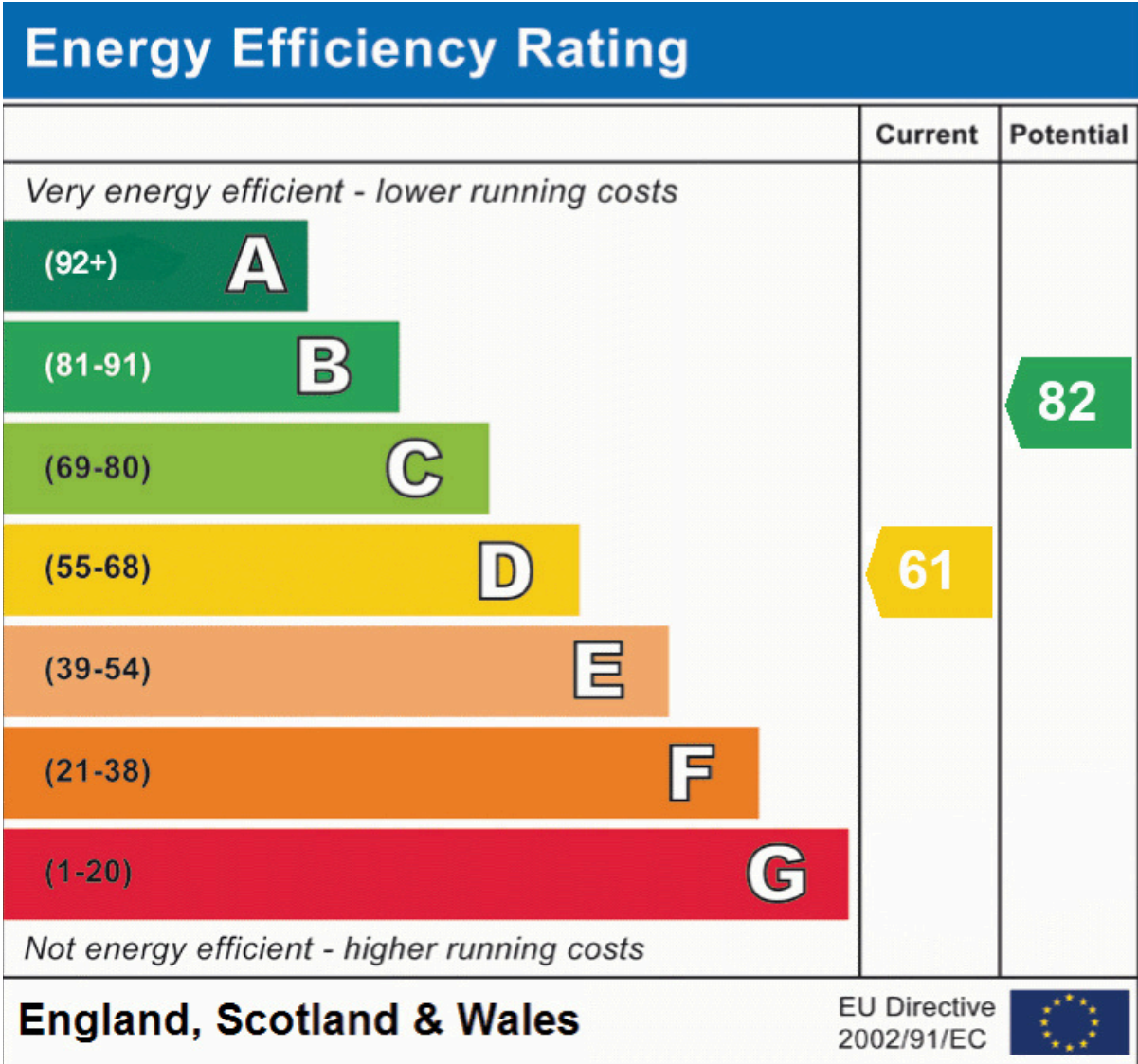


# EPC

When letting a property it is a legal obligation to have a valid Energy Performance Certificate in place.

An Energy Performance Certificate (EPC) provides detailed information about a property’s energy efficiency, giving a rating on a scale from A to G. The EPC also offers suggestions to improve your property’s energy efficiency, potentially saving you money in the long term.

Landlords are required to have their properties energy assessed before they are let, which must be at a rating of E or above. EPCs for every property must be made available to prospective tenants when they view your property. We can arrange an EPC on your behalf at a cost of £85.00 plus VAT.





# LICENCES

## HOW TO LET & TENANT FEES ACT 2019

When renting a property there is so much involved, we choose to work closely with the Government to ensure we correctly advise both our landlords and tenants. On our website we have attached helpful links that will provide you with all the information required to rent your property with us.

- How to let
- Tenant Fees Act 2019: Guidance for landlords and agents

## SELECTIVE LICENCE & Homes (Fitness for Human Habitation) Act 2018

A licence is a legal requirement for each property a landlord owns. You can check whether your property is covered by the proposed licensing scheme by visiting your local council's website.





# WHY OUR CLIENTS LOVE US

We recently moved into a rental property with Lesley greaves. From start to finish with the process the ladies at Lesley Greaves we're extremely helpful and kind. We cannot fault their hard work and we really appreciate it. To Jade, we send our kindest wishes and many thanks on helping us find our perfect home.

**Carlton, Nottingham**

I having been using Lesley Greaves for the last 8 years, and I have used your letting service for new tenants, all the staff have been efficient, polite, professional and normally had a new tenant in 2-4 weeks moved in the property, which is a excellent service, so would just like to say big Thank you to all the staff.

**Lowdham, Nottingham**

This was our first time letting a property and we chose Lesley Greaves. The friendly, knowledgeable staff helped us through each step of the letting process and were always available to answer our questions. We have received excellent service and would thoroughly recommend them

**Burton Joyce, Nottingham**

Good morning, May I take this opportunity to thank you and your team at Lesley Greaves for an excellent service during the past few weeks. You have all been very helpful steering me through the letting process.

**Netherfield, Nottingham**







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rightmove

PrimeLocation.com

OnTheMarket

Zoopla

DPS

SAFE AGENT

The Property  
Ombudsman

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