

## Simple 4 step process

**When a suitable property has been identified:**

- 1 You fill out our application** form giving all relevant details and hand it in with the fee (non-refundable)
- 2 We verify with the landlord** that you will be acceptable subject to satisfactory references
- 3 You place a deposit** once your references have been verified as suitable - usually equivalent to one months rent
- 4 You sign the tenancy** agreement on the day we move you in and pay rent for the first period in advance by bank or building society draft

### Notes:

- The tenancy will normally be for an initial term of six months but longer periods of up to 3 years may be negotiated
- All named tenants must sign the agreement
- See separate schedule for fees and charges

## Services to Tenants

- **Providing** comprehensive written details of individual properties. No lists - just the properties that suit your requirements
- **Keeping** your details on file until you have found a suitable home
- **Arranging** and conducting viewings - usually accompanied, **always** by appointment
- **Negotiating** tenancy details with landlords on your behalf
- **Simplifying** procedures to ensure your moves in and out are as trouble free as possible
- **Liaising** with landlords over maintenance and tenancy issues
- **Giving** expert independent advice on tenancy matters including the legal aspects
- **Supplying** references to future landlords, mortgage lenders etc. for sound tenants

## Tenant Services



**St. Marychurch**  
R e n t A g e n c y

Property Management Specialists since 1949

**Successful lettings through  
matching the right people with  
the right property**

# Our Aims

St. Marychurch Rent Agency operates successfully in the residential lettings and property management business by continually improving the services we provide for our clients, both landlords and tenants.

We are striving to establish ourselves as market leader in Torbay in terms of quality of service. We aim to become the standard against which others in the business 'benchmark' themselves.

We are selective over the quality and number of properties we handle, and the tenants we match with those properties, aiming to establish sound and successful tenancies.

We maintain a well balanced portfolio of properties that we are able to manage effectively as a small, accessible and friendly, 'family' firm.



**Arthur Christian** MBA BSc (Hons) FNAEA MCFI CRLM  
Our Business Manager is a member of the Chartered Management Institute. His relevant qualifications include the Certificate in Residential Lettings and Management from the National Association of Estate Agents.

**Sandra Waite** (seated centre)  
Our experienced Accounts Manager has been with the firm for over 15 years and has a detailed knowledge of the business especially the financial aspects that you will be concerned about.

**Mary Jenkins** (left)  
Has worked with the family since 1991 as a receptionist and typist; probably your first point of contact with us and we know you will be well received. Mary is an invaluable source of information about our services, properties and the local area.

**Anne Walker** (right)  
A talented negotiator with over 10 years experience who will work hard to meet your needs and our objective of matching the right tenant with the right property. Anne has an excellent understanding of the lettings market and the needs of our clients.

For more information about us, our services or the lettings market generally, contact us at:

24 Manor Road St Marychurch Torquay  
TQ1 3JX



Telephone (01803) 316126  
Facsimile (01803) 322682  
Email [smdra@btconnect.com](mailto:smdra@btconnect.com)

## Office Hours

Monday to Friday 9am-5pm  
Closed Lunchtime on Thursdays and  
from 4pm on Fridays

