



Raising the standards
in Lettings and Sales
with transparent advice
you can trust for all
your property goals



An introduction to CGT:

CGT Lettings & Sales has been well established in Gloucestershire for over three decades, providing a specialist property letting service offering landlords peace of mind. With a passion for all things local, CGT Lettings have grown into the largest independent letting agent in our county and boast 5 branches, covering all corners of Gloucestershire; Cheltenham, Gloucester, Tewkesbury, Quedgeley & Kingsway, and Stroud.

At CGT Lettings, we believe in “Raising the standards in Lettings and Sales with transparent advice you can trust for all your property goals”



With company headquarters on the Promenade in Cheltenham, the business is firmly rooted in the town and dedicated to the people who make it tick. The “C” in CGT Lettings stands for Cheltenham and was where it all began 33 years ago.

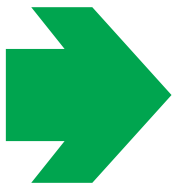
CGT Lettings has run various initiatives to support local charities such as Sue Ryder’s Leckhampton Court Hospice and is continuously raising money on their behalf. This has been achieved through giving staff the freedom to hold community events, cake sales and CGT Lettings & Sales representatives have taken part in the Couch2Summit Mount Everest challenge – which involved climbing the Malverns Hills to the equivalent height of Everest! The business is also engaged in other community events such as The Kingsway Big Lunch, The Pied Piper Summer Show and often give staff the time to go and volunteer their time to community or charitable initiatives.

Here at CGT we pride ourselves on delivering dedicated ‘Landlord Seminars’ around the county to inform landlords of their obligations, from a legislation point of view, and how to avoid potential fines and punishments. With the Government now introducing over 170 pieces of lettings legislation, the landscape for a landlord can be complex to navigate compliantly, with punishments more severe than ever. Fines of up to £30,000 per breach and even imprisonment are not unheard of. So, the team have delivered numerous seminars, to give landlords peace of mind.

Being mindful of the environment, CGT Lettings are delighted to have taken on a fleet of fully electric company cars in a bid to reduce air pollution in Gloucestershire. The company manages property in all corners of the county, racking up the associated mileage whilst doing so. Taking the step to give staff electric vehicles (EVs) will significantly reduce the company’s emissions as the cars do not emit any carbon dioxide and run solely on battery power.



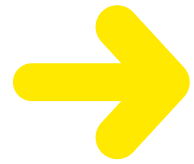
How it all works:



Firstly, one of our property consultants will visit your property to carry out a free market appraisal, advice will be given on standard of presentation, quality of fittings and what kind of rental amount you should expect using comparables and local knowledge. We will advise on how long we think it should take to find a tenant; we pride ourselves on having a pre-qualified applicant database.



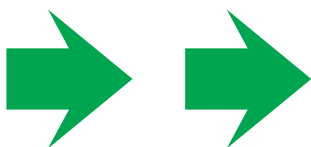
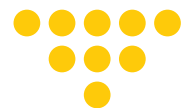
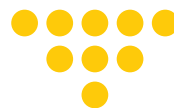
Once this has been established, we will discuss the managed services and advise which one would suit your situation best. We will ask you to complete some documents for us with information such as your personal details and further details on the rental property.



We will then get to work, finding you the best tenant using all of our marketing tools, including our established website, portals and accessing our active applicant register.



All prospective tenants will be accompanied at all times when viewing your property and we will provide you with regular updates and feedback. Once you have approved your new tenant, we will continue with the application process, securing full references, registering the deposit and preparing and executing all documents to secure the tenancy.



We will plan the key signing with your tenants, preparing all documents for them to sign before handing over the keys, including checking the smoke alarms on the morning of the move in as per The Smoke and Carbon Monoxide Alarm (England) Regulations 2015.

From start to finish, rest assured your property is in safe hands, with CGT Lettings being a licensed member of the Association of Residential Letting Agents (ARLA PropertyMark) who is guiding the Government on current and future legislation and keeping us advised on any changes in the industry. All monies held by CGT Lettings are bonded and secure under the ARLA bonding scheme. Our Managing Director Angharad Trueman is the ARLA PropertyMark representative for Gloucester, Bristol, Bath, and N/NE Somerset; keeping up to date on all the important changes so we can keep our landlords in Gloucestershire educated.

Why not check out our MD's blog with all the latest legislation and advice at www.cgtlettings.co.uk

Our basic management package:

- Free market appraisal with advice on improvements and maximising rental income
- Marketing photographs with high street and online marketing through our portals and our social media presence and prominent to let boards
- Professionally prepared floor plans
- Accompanied viewings with pre-qualified applicants with regular and honest feedback
- Full references carried out to include credit checks, previous landlord references, employments checks and Right to Rent checks to comply with the Immigration Act 2014
- Registration of deposit or deposit alternative option offered
- Preparation of relevant tenancy documentation including deed of guarantee if necessary
- In office Key signing appointment
- Smoke alarm checks completed on the day of move in to comply with legislation
- Inventories and checkouts carried out by Independent clerks
- Regular Property inspections by trained staff
- Experienced property maintenance team on hand to ensure your property is fully compliant
- Fully vetted local contractors used, 24-hour emergency contractors on hand
- Prompt rental payments and rent chasing if applicable by our dedicated accounts team
- Dedicated claims and deposit disputes handler
- Access to our online blogs, ARLA updates and compliance advice
- Money laundering regulation officer
- Notifying utilities at start and end of tenancies
- Client relationship management system
- Data protection compliance to comply with GDPR regulations
- Regular rent reviews and serving of section 13
- Connections to other local property services such as Mortgage advice
- ARLA qualified staff in each team with local expertise
- Access to ARLA approved solicitors and Client money protection with our ARLA membership
- Buildings insurance offered on our block policy



GOLD - our most popular service

This includes EVERYTHING from our basic package PLUS:

- Rent and legal guarantee; our service means you will be paid your rent in the same month with NIL excess, and all court proceedings will be covered and managed by us.
- Court attendance and dealing with repossession
- Serving of all notices to abide with legal requirements
- Bailiff attendance
- Portfolio management with a dedicated property manager
- Premium advertising on our portals
- Buy to let consultancy
- Advice on refurbishment works
- Quarterly market updates via our exclusive newsletter
- A member of staff will arrange and attend British gas visits
- FREE access to our Landlord Seminars
- Oversea Landlords management

PLATINUM

Our VIP service includes all of the above managed services PLUS:

- FREE property inspections
- Empty care for void periods
- Free tax statements
- No charge for Section 23 – HMRC compliance
- No admin charge for renewal of block policy insurance
- Access to our acquisition service
- First refusal on investment opportunities
- Landlord days out
- Exclusive rates for set up fees and inventory fees

**Scan here to view
our video library for
more information**



www.cgtlettings.co.uk



Looking to let your property in
Gloucestershire

We can help!

Get in touch by email and we will contact you within
24 hours (or sooner...) Alternatively pop into one of
our branches or give us a call.

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