

# YOUR LETTINGS JOURNEY

## MARKET VALUATION, MARKET INFORMATION AND PROPERTY SURVEYS

Insight into the current market conditions and expected rental value | Assess property and assist in suggestions to optimise rental value and desirability



SUZY BROWNE  
Lettings Manager



BERNADETTE SHERIDAN  
CEO



LUCY WOOLMAN  
Business Development Manager



## LETTINGS VIEWING AND OFFERS

Accompanied viewings and discussion and feedback about the property and the prospective tenants requirements and desires | Receive offers and run through and encourage transparency on criteria and next step process



SUZY BROWNE  
Lettings Manager



DARRYL BLACKFORD  
Senior Property Consultant



MARIA SHERIDAN  
Lettings Consultant



## PRE-TENANCY WORKS AND DEAL PROGRESSION INCLUDING DEPOSIT REGISTRATION (UP TO MOVE IN) AND CHANGE OF TENANTS

Progression of Tenant referencing | Ensure compliance of properties for lets | Issue of compliant documentation with legislation | Right to Rent checks | Contract compilation and execution | Confirmation of receipt of funds | Progression and oversight of works prior to tenant occupation | Arranging Inventories and pre tenancy cleans | Deposit registration



MIKAYLA KASCHULA  
Tenancy Progressor



GISELLA PASCALL  
Tenancy Progressor



## PROPERTY MANAGEMENT AND COMPLIANCE

Compliance with all current legislation | serving of legal notices | Property maintenance | Property Inspections | Up to date certificates | Sourcing and using trusted compliant contractors for work | Collation of quotes | Assistance on compliance / legal issues



**KELLY RENS**  
Company Administration



**KELLY WILSON**  
Head of Property Management



**DHRUVIKA PATEL**  
Property Manager



**CHRIS SOLOMON**  
Property Manager



**DENISE NYOBO**  
Property Manager



**DEANNE CLAASSEN-ENSLIN**  
Property Manager



## RENEWALS AND RENT REVIEWS AND DEPOSIT COMPLIANCE

Contact Landlord and Tenants about tenancy renewals  
| Discuss with Valuation Team for rent reviews |  
Ensure compliant deposit registration | Right to Rent  
checks | Compliant Documentation/ notices



**SHAZELLE GOUNDER**  
Tenancy Renewals Administrator

## TENANCY COMPLETION | END OF TENANCY | CHECK-OUTS | DEPOSIT RETURNS AND DISPUTES

Deposit dispute process and assistance |  
Inventory check out advice and support |  
Deposit deregistration and release



**SHANÉ KNICKLEBEIN**  
Move-out Operations Co-ordinator

## SENIOR MANAGEMENT

Responsible for policies, legal compliance, resolve escalated issues and legal situations pertaining to the business



**BERNADETTE SHERIDAN**  
CEO



**RICHARD WATT**  
CFO



**KELLY RENS**  
Company Administration

## ACCOUNTS

Process payments | Generate Statements |  
Pay Invoices | All things financial



**ELAINE STRYDOM**  
Accounts Manager



**BIANCA RADLOFF**  
Accounts

*Passionate about Property*

AWARD WINNING ESTATE AGENTS



## SPEAK WITH YOUR LETTING SPECIALIST:

Wimbledon Village | Wimbledon Park | Putney

Phone: 0208 944 2918

Email: [info@brinkleys.co.uk](mailto:info@brinkleys.co.uk)