

[Date]

Dear [Insert Name],

RENTAL ASSESSMENT: [PROPERTY ADDRESS]

Thank you for the opportunity to provide you with a rental assessment for the above property.

Property Description

[ADAPT AS REQUIRED - The subject property is a two bedroom freestanding house with a single lock up garage situated in the Fish Hoek valley. The property has been well maintained and is neat. The property offers lots of storage space in the way of two Wendy houses and a tool shed.]

Rental Terms and Conditions

<i>Utilities</i>	
Electricity	Included in Rent / Billed to Tenant / Pre-paid / Flat Fee
Water	Pre-paid / Included in Rent / Billed to Tenant / Flat Fee / Not Applicable
Sewerage	Included in Rent / Billed to Tenant / Not Applicable
Refuse	Included in Rent / Billed to Tenant / Not Applicable
Utilities Services Flat Fee	R 0.00 per month / Not Applicable
<i>Security Services – [Not Applicable OR complete info below]</i>	
Arrangement	Alarm System / Alarm System Monitored / Alarm System with Armed Response
Responsibility	Included in Rent / Billed to Tenant / Tenant Responsibility / Not Applicable Amount Per Month: R 0.00 or Not Applicable
<i>Garden Services</i>	Included in Rent / Billed to Tenant / Tenant Responsibility / Not Applicable Amount Per Month: R0.00 or Not Applicable
<i>Pool Services</i>	Included in Rent / Billed to Tenant / Tenant Responsibility / Not Applicable Amount Per Month: R0.00 or Delete

Rental Assessment

Based on our experience in renting and managing rental properties in the area, and considering your property position, size, character and condition, my estimation of the rental value of your property would be in the region of [ADAPT AS REQUIRED **R8800 – R9200**] per month.

Current Competition

[ADAPT AS REQUIRED - At the moment there are only two 2 bedroom properties advertised for rent in the Fish Hoek area. Their prices vary between R9000 - R9500 per month. Tenants looking for rentals could consider these alternatives, so it's important to bear this in mind and I have taken this into consideration in my assessment of your property.]

Current Market

[ADAPT AS REQUIRED - We are experiencing a high level of enquiry and, as per the above, rental properties are hard to come by. This would naturally work in your favour at this point in time. Under these conditions we can try and advertise the property slightly higher than the valuation above on the basis that we provide you with regular feedback from the market and adapt the advertised price if necessary.]

Disclaimer

Market conditions constantly fluctuate and the above assessment is based on current market conditions.

The next step . . .

We would love the opportunity to assist you in finding a suitable tenant and managing your rental property and the tenancy for you. Please let us know when it would be convenient for us to photograph the property and get it advertised on our website and all associated websites.

Finding and Evaluating New Tenant/s

As soon as we have the go ahead from you in terms of a signed mandate, as required under the Code of Conduct of the Estate Agent Affairs Board (EAAB), we will do our best to find you the best possible tenant.

Step #1 – Cast the net as wide as possible

The key to finding the best tenant for your property is to firstly cast the net as wide as possible to expose your property to as many prospective tenants as possible. All our rental properties are advertised on [insert company website]. [ADAPT AS REQUIRED: In addition, we will also advertise your property on the Top 4 viewed and most visited property websites in South Africa, namely [Property24](#), [Gumtree Property](#), [Private Property](#) and [IOLProperty](#), as well as a number of other property sites.]

Step #2 – Accepting and Evaluating Prospective Tenant Applications

Finding the right tenant is the most crucial step in reducing your risk as a landlord. The first step is to ensure you get enough information from the prospective tenant to ensure that they are who they say they are, and to enable a thorough evaluation of them. Click [here – insert link to copy of your application form online] to view our *Rental Application Form*.

Once all the required application documentation has been provided, the next step is a thorough evaluation of the applicants and their application as a whole – this includes an affordability assessment,

references from previous agents and/or landlords, confirming their income and employment, as well a thorough assessment of their credit history and debt position.

As an accountable institution under the Financial Intelligence Centre Act (FICA), and its amendments, we are also required to confirm the identification and current residential address of all applicants, as well as carry out a Risk Assessment on each applicant. These requirements give you additional peace of mind that any applicants that are recommended to you have been thoroughly checked and vetted.

Without exception, after applicants have provided all required information and passed our rigorous affordability and reference checks, we obtain and evaluate a credit check [include a link to an example on your website]. We will only refer applicants in which we have confidence to you.

You can view our *Tenant Application Procedure* clicking here [link to a copy of your procedure on your website].

Please feel free to contact me if you have any queries regarding the above, or any further questions that I can assist you with.

Looking forward to hearing from you.

Yours sincerely,

[YOUR NAME]
[Your Title]
m [Your Mobile Number]
[Your Email Address]