

Contact: Grace Kelly
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Westminster & Pimlico Lettings
105 Wilton Road, London, SW1V 1DZ

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Miss Clayton
Mountview House
Richmond Lane
Bath
BA1 5QW

17th July 2025

Dear Miss Clayton,

Re: Flat 2, 5 St Georges Square, Pimlico, London, SW1V 2HX

Thank you for the opportunity to bring your above property to the lettings market. This correspondence highlights some essential information and actions to undertake.

Property Appraisal

Having considered the current market, together with the general condition and location of the property, we have taken into account comparable evidence allowing us to present the following appraisal: ;

- Long letting marketing price: £576.92 per week which equates to £2,500 per month
- Exclusive of council tax, water rates and utilities (the tenant is liable for these charges)
- We recommend that you are flexible regarding furnishings

Marketing your Property with Chestertons

Our in-house marketing team are experts at promoting your property.

Upon instructing Chestertons we will quickly begin our search for a suitable tenant using coverage from major property search portals that we subscribe to, including www.OnTheMarket.com and www.rightmove.co.uk, and our own specially designed website, www.chestertons.co.uk. Additionally, we use publications such as the Times and the FT to expose properties in addition to advertising internationally.

We're flexible and will happily discuss any special advertising and public relations opportunities that may be beneficial in promoting your property.

Most importantly, our dedicated negotiators are driven to bring together homes and tenants, aided by an extensive database of registered applicants. We will be in regular contact with you, feeding back information obtained from viewings.

You will also benefit from our in-house Corporate Services and international offices which will offer you an extremely high level of coverage for your property:

- Corporate Services: proactively seek and maintain great relationships with companies who frequently relocate key members of staff, providing our clients with the opportunity to secure high quality corporate tenants

Being members of the [Association of Residential Lettings Agents](#) (ARLA), you can be assured you are dealing with a company qualified in advising you in matters relating to residential lettings and protecting your interests. Every one of our offices has a fully qualified ARLA member of staff.

Chestertons Service and Fees (fees include VAT, unless otherwise stated.)

For complete information regarding our services please read the enclosed Terms of Business. You conveyed at our meeting you would be interested in our Rent collection service, therefore we can confirm:

- Letting Fees Due: 8% plus VAT payable in advance for the duration of the tenancy and Property Management at 5% plus VAT as the rent is collected (deducted from the rent received prior to the remainder being transferred to you)
- Tenancy Agreement Fee at £360 is paid in full at the commencement of the agreed tenancy
- Upon the renewal of the tenancy, a fee of 8% plus VAT and 5% plus VAT for the Property Management and a Renewal Agreement Fee at £180 is due in the same manner as above
- Tenancy Deposit scheme registration fee: £72 per year payable for all new Assured Shorthold Tenancies
- Referencing Checks at £60 per person is paid in full at the commencement of the agreed tenancy

Working fund of £750 due prior to the commencement of the tenancy and retained as outlined in the Terms of Business towards

1. Arrangement of safety certification and periodic recertification
2. Installation of smoke alarms and carbon monoxide detectors
3. Planned and emergency works
4. Inventories and professional cleaning

Note: The Working fund is constantly £750 and the rental income is used to top up the fund as and when it is used for the above.

We strongly recommend that you arrange for an independent inventory clerk to carry out an inventory make and check-in inspection prior to the commencement of the tenancy, which will incur a further cost. We will arrange this on your behalf if you opt for the fully managed service.

If you have a gas supply at your property, you will be required to provide a valid Landlord's Gas Safety Certificate prior to the tenancy commencing. We will arrange this on your behalf if you opt for the fully managed service.

You are required to have an electrical installation inspection carried out, and a report on the condition of the installation (**EICR**) must be given to each tenant prior to the tenancy commencing. We will arrange this on your behalf if you opt for the fully managed service.

The Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022 require you to install smoke alarms on each floor of the property and carbon monoxide detectors in any room with a fuel burning appliance (excluding gas cookers). These alarms must be tested and a record made, prior to the start of the tenancy. We recommend that you check with your appointed inventory clerk if they will carry out the test on your behalf and record this on the inventory check in report.

How to Instruct Chestertons

We hope that the information provided on our visit, within the Terms of Business and this correspondence will assist you when considering your options. Should you have any queries, please contact us on the above number to discuss any further questions you may have.

Once the property is ready for the market, we will send you our Terms of Business via DocuSign*. Please ensure that you provide us with your personal email address, and you will be able to read and complete the Terms of Business as directed by DocuSign.

We will also require the following documentation;

- Private individual Landlords- photo identification & proof of your residential address for each landlord
- Corporate Landlords - evidence to verify the legal existence of the organisation (e.g. Memorandum & Articles of Incorporation) and photographic ID and proof of residential address of any director and beneficiary of the entity holding shares of 25% or greater.
- Energy Performance Certificate

We appreciate that the Terms of Business is a substantial document, however, we pride ourselves on providing our clients with all relevant information required for being a landlord and using an Agent. It is important that you fully read our Terms of Business and please do not hesitate to contact us should you require further clarification.

We are fully committed to meeting and exceeding our clients' expectations and would be delighted to let the property on your behalf. We look forward to hearing from you.

Please do not hesitate to contact us should you require any further information.

Yours sincerely,

Grace Kelly
Office Coordinator - Lettings
CHESTERTONS

Please note: This appraisal does not constitute a formal valuation which can only be obtained from a Chartered Surveyor. Should you require a formal valuation, please contact the Chestertons Valuation Team on 020 3040 8513 or valuations@chestertons.com

** DocuSign allows you to review and legally sign your documents over the web. Using the strictest security measures and adhering to UK and global laws regarding digital signatures, it allows for a quick, easy and environmentally friendly method for completing your tenancy documents.*

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