

**Subject:** RE: 11 Brooks Court

**Date:** Wednesday, 29 November 2017 at 1:10:56 AM Singapore Standard Time

**From:** Simon Windham

**To:** Matthias Hillner

Hi Matthias,

Good news, the tenant has passed her references, she has a good clear credit file and she was also confirmed in her current employment.

I have generated a copy of the tenancy agreement, we are happy to sign this on your behalf for convenience if you wish or we can send you over a copy.

The inventory is booked in for tomorrow and I have noticed that the current gas safety certificate expires on the 1<sup>st</sup> December and we need to have one in place and we can therefore get this done tomorrow too if you are agreeable.

The tenant will be paying her full 12 months rent in advance from the sale proceeds of her current property, in usual circumstances we would pay over to a landlord the first 11 months rent and hold the final on account for any maintenance issues during the tenancy term.

I hope the above is to your agreement, please however confirm in order that we can proceed to the agreed move in on the 30<sup>th</sup>.

Many thanks in advance for all your kind assistance.

Kind Regards  
Simon

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**From:** Matthias Hillner [mailto:hillner@virtualtypography.com]

**Sent:** 28 November 2017 13:38

**To:** Simon Windham <sw@stevenoates.com>

**Subject:** Re: 11 Brooks Court

I see. Thank you.

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**From:** Simon Windham <sw@stevenoates.com>

**Date:** Tuesday, 28 November 2017 at 9:09 PM

**To:** Matthias Hillner <hillner@virtualtypography.com>

**Subject:** RE: 11 Brooks Court

Hi Matthais,

The holding fee is £350.00 being a weeks worth of rent.

Kind Regards  
Simon

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**From:** Matthias Hillner [mailto:hillner@virtualtypography.com]

**Sent:** 28 November 2017 13:06

**To:** Simon Windham <sw@stevenoates.com>

**Subject:** Re: 11 Brooks Court

Dear Simon

Thanks ever so much. Could you please reconfirm the amount of the holding fee?  
Given the short timeframe I do not expect this to be an issue. But I believe I deserve to be told.  
Good luck with the references.

Kind regards  
Matthias

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**From:** Simon Windham <[sw@stevenoates.com](mailto:sw@stevenoates.com)>  
**Date:** Tuesday, 28 November 2017 at 9:02 PM  
**To:** Matthias Hillner <[hillner@virtualtypography.com](mailto:hillner@virtualtypography.com)>  
**Subject:** RE: 11 Brooks Court

Hi Matthias,

Thanks for your email.

I have referred this to the business owner and he is happy to proceed under these terms.

I have now collected the holding fee to proceed with the application and the applicant will be looking to move in on the 30<sup>th</sup>.

We will keep you appraised of our progress and please can you update the other marketing agents accordingly.

Many thanks & regards  
Simon

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**From:** Matthias Hillner [<mailto:hillner@virtualtypography.com>]  
**Sent:** 28 November 2017 12:43  
**To:** Simon Windham <[sw@stevenoates.com](mailto:sw@stevenoates.com)>  
**Subject:** FW: 11 Brooks Court

Dear Simon

Please see Tom's message below.

Kind regards  
Matthias

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**From:** Tom Jackson <[TJ@stevenoates.com](mailto:TJ@stevenoates.com)>  
**Date:** Friday, 29 September 2017 at 8:38 PM  
**To:** Matthias Hillner <[hillner@virtualtypography.com](mailto:hillner@virtualtypography.com)>  
**Cc:** Sophie Healey <[sh@stevenoates.com](mailto:sh@stevenoates.com)>, Sam Andrews <[sa@stevenoates.com](mailto:sa@stevenoates.com)>  
**Subject:** RE: 11 Brooks Court

Hi Matthias,

I hope you are well.

Apologies for me delayed response, I have been away on annual leave.

Yes 50% would be agreeable, that's no problem at all.

With regards to feedback we have had some negatives but also some good positives. Please see feedback as follows,

### **Negatives**

- We have had a few comments with regards to the distance to the station (this is expected as properties of your size are 9 times out of 10 a little bit further away from the station as apartments are usually built around the stations.)
- Garden, the size of the garden has been something that has come up a few times (again this is expected as it is a town house)

### **Positives**

- The park, the park opposite has been a huge positive, everyone I have had come and see the property all have children, so to have access to a park like you do here it's an extremely appealing future for tenants with children.
- Parking, having a good-sized driveway has been a positive.
- The general convenience of the area, e.g. having the shops, post office, schools etc.

You will be pleased to know I have 3 viewings lined up for next week. And hopefully will add many more to the list.

Any further feedback I will keep you up to date.

Kind regards,

**Tom Jackson, Lettings Consultant | Steven Oates**

70 Fore Street, Hertford, Hertfordshire. SG14 1BY

t 01992 303300

[www.stevenoates.com](http://www.stevenoates.com)

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**From:** Matthias Hillner [<mailto:hillner@virtualtypography.com>]

**Sent:** 26 September 2017 16:10

**To:** Tom Jackson <[TJ@stevenoates.com](mailto:TJ@stevenoates.com)>

**Cc:** Sophie Healey <[sh@stevenoates.com](mailto:sh@stevenoates.com)>

**Subject:** FW: 11 Brooks Court

Dear Tom

How are you? 11 Brooks Court is available for rent as from 22 November. Is the advert up? Can you send me a web link please for verification? Let us hope you find a tenant soon. I would like to kindly ask to receive 50% of the holding fee, should a prospective tenant pull out of an agreement prior to moving in.

Would this be agreeable? I have lost a whole month rent due to this in the past, and I would appreciate if I do not have to endure this experience a second time.

I look forward to hear from you.

Kind regards  
Matthias

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**From:** Sophie Healey <[sh@stevenoates.com](mailto:sh@stevenoates.com)>  
**Date:** Tuesday, 26 September 2017 at 6:29 PM  
**To:** Matthias Hillner <[hillner@virtualtypography.com](mailto:hillner@virtualtypography.com)>  
**Subject:** RE: 11 Brooks Court

Hi Matthias,

Tom is on our Hertford office number 01992 303300 or at [tj@stevenoates.com](mailto:tj@stevenoates.com)

Regards  
Sophie

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**From:** Matthias Hillner [<mailto:hillner@virtualtypography.com>]  
**Sent:** 26 September 2017 00:55  
**To:** Sophie Healey <[sh@stevenoates.com](mailto:sh@stevenoates.com)>  
**Subject:** Re: 11 Brooks Court

Dear Sophie

Please let me have Tom's contact details. I would like to discuss a few things with him if I may.

Thank you  
Matthias

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**From:** Sophie Healey <[sh@stevenoates.com](mailto:sh@stevenoates.com)>  
**Date:** Thursday, 21 September 2017 at 12:06 AM  
**To:** Matthias Hillner <[hillner@virtualtypography.com](mailto:hillner@virtualtypography.com)>  
**Subject:** 11 Brooks Court

Hi Matthias,

Thank you for speaking with me this afternoon.

As mentioned, the property will be re marketed this afternoon and Tom shall keep you posted.

Kindest Regards,

**Sophie Healey, Property Manager | Steven Oates**

70 Fore Street, Hertford, Hertfordshire. SG14 1BY

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