

CHRISTIAN  
REID

ESTATE AGENTS

SALES & LETTINGS

ESTATE & BLOCK MANAGEMENT

# Modern Approach | Traditional Values

Almost two decades ago, Christian Reid identified an opportunity in Cranleigh and the surrounding Villages to create a truly independent and professional agency, built on family values of honesty, support and trust.



Fast forward to today and our award winning agency holds those values closer than ever; with Christian continuing to guide the direction, growth and culture of the firm...

Chris Robinson joined in 2011 to start our Lettings service, which has grown to become one of the most successful and highly regarded in the area....

Jeremy Chapman joined in 2018 to help develop our Block Management services - our latest and fastest growing sector, which beautifully complements our Sales & Lettings Services.

# Why chose us?

Here are just a few reasons why some people chose to sell their property with us



## Selling

Christian Reid is one of the area's leading Independent Estate Agents. We are a friendly and reliable family run firm with over 25 years experience selling homes across Surrey and West Sussex. Our Experienced, Knowledgeable staff are committed to providing you with a personal and professional service. Our modern and innovative marketing combined with Traditional values will help us to achieve the best possible price for your



## Letting

Whether you're an experienced landlord or considering renting out a property for the first time, one of our qualified lettings team will provide guidance, giving you complete peace of mind on all aspects of letting out a home. We offer a personal, caring and friendly service, whilst at the same time maintaining a high standard of competence and professionalism.



## Property & Block Management

Christian Reid Block Management provides a high-quality bespoke service for purpose built residential blocks, converted houses and privately run residential estates across the South East. Our friendly and professional service is tailored to the needs and preferences of each individual Client. We pride ourselves on our personal approach and aim to establish a good working relationship with Freeholders, Landlords or Directors of the Management Company at an affordable price.



## Free Valuations & Appraisals

Whether you are thinking of selling or letting your home or require an appraisal for our Property and Block Management Service contact us today for your free valuation.



## Fees

As an independent agent we can be flexible with our fees and tailor them individually to provide you with a competitive and realistic fee package to suit your own individual circumstances. Contact us for more information



## Our Commitment to you

Commitment to the best possible customer service is very much at the heart of Christian Reid. We aim to give our clients the best service, every time. Our professional, dedicated team, with many years of successful experience in the local market, will ensure that your property transaction, letting, or management is handled with the utmost professionalism and efficiency.



# SALES

## An Accurate Appraisal



Using comparable evidence we'll provide you with an accurate and realistic Valuation of your home to reflect the timescale in which you need to sell

## Matching your Property



Using state of the art marketing, combined with our wealth of local knowledge and experience we'll begin to introduce your property to prospective purchasers

## Viewings



Our highly skilled and experienced team will identify prospective buyers for your home and have the energy and enthusiasm to show off your property to its best

## Offers



We'll report all offers to you supported with the potential buyer's full profile and will negotiate on your behalf to get the best price possible

## Sales Progression



We will directly liaise with other agents in the chain, mortgage companies, surveyors and solicitors to ensure the sale moves swiftly and smoothly

## Exchange of Contracts



Once all enquiries are dealt with and the buyer's funds are in place, you can exchange contracts. At this point we'll help negotiate a completion date that's suitable for you

## The Big Day



Congratulations, the completion date has arrived- you are moving today! We will arrange to pick up the keys from you and read the meters.



# LETTINGS

## An Accurate Appraisal



Letting your property quickly and smoothly starts with an accurate valuation - this is where our years of local knowledge come in to play

## Service Options



We offer three levels of service. An introductory service, rent collection and a fully managed service

## Marketing



We'll advertise your property on websites like Rightmove.co.uk, as well as our own website and our prominent High Street Office

## Maximising Potential



We'll find the best Tenant for you, and we understand every Landlord is different. All Tenants are pre-screened before we book a viewing

## Compliance



We ensure the Property is fully compliant before a Tenancy can start, and that Tenants receive all required documentation

## Viewings



We'll accompany potential tenants ensuring your property is shown to its best advantage.

## Selecting a Tenant



We ensure stringent referencing is done on every tenant and will only proceed once your satisfied

## Finalising Paperwork



Our tenancy agreement is regularly updated and we ensure that all the supporting documentation is completed

## Signing the Contracts

We use state of the art online contracts which also has a full digital audit trail for record keeping



## A Smooth Tenancy

If you are using our fully managed service – just relax and we will take care of everything for you



# BLOCK MANAGEMENT

## Financial

- Provision of time agreed financial statements
- Highly competitive building and contents insurance (sought by independent brokerages)
- Preparation of service charge budgets
- Short and Long Term Budget Plans
- Recommendations, Advice and Planning for Reserve Funds
- Collection of service charges and ground rents
- Arrears Collection and Management
- Full accounting service
- Individual Client Accounts



## Management & Maintenance

- Regular property inspections and site visits
- Complete maintenance service packages
- Arrange maintenance, repairs and cleaning contracts, obtaining at least three quotations
- Responsibility for instigating all emergency work/repair procedures, ensuring fulfilment of local authority regulations
- Attend any meetings with officers
- Full range of advice on management issues
- Section 20 Notices
- Project Management of Extensive Works and Improvements
- Managing Insurance Claims



## Legal & Administrative

- Provision of service contracts
- Ensuring compliance with lease covenants
- Arranging and attending annual general meetings
- Company secretarial duties
- Submissions to Companies House
- Maintaining the statutory registers
- Serving of Relevant Legal Notices
- Ensure that the company files statutory information promptly
- Provide members with proposed written resolutions and auditors with any passed resolutions



## Compliance

- Ensuring You are Completely up to date with all Legislation
- Providing and Updating your Fire Risk Assessment
- Health and Safety Compliance
- Asbestos Management
- Electrical Condition Reports



## Communication

- Advanced Industry Software with Individual Client Accounts
- Onsite Visibility
- Quarterly Site Meetings With Directors
- Regular Leasehold Meetings
- Partner of Firm are Always Points Of Contact
- 24/7 Accessibility



### **Tried and Tested**

Christian Reid Estate Agents are one of the areas longest established independent agents with over 20 years' success selling and letting homes across Surrey and Sussex.

### **Our Approach**

To listen and identify with our client's specific requirements and adapt our marketing strategy to meet and often exceed their expectations. We offer a bespoke service to all from extravagant launches to discreet sensitive marketing.

### **Flexibility**

Appreciating everybody's timescale and affordability is different allowing us to tailor our contracts and fees according to reflect the client's circumstances.

### **Investing and believing**

Striving to stay ahead of the competition to ensure our clients have the best marketing platform for their home with continuous investment in the advancing e-market using the latest and most cutting edge software and systems, whilst remembering our core values of an excellent customer service.



