

**Beverley
Morgan &
CO.**

CHARTERED SURVEYORS
ESTATE AGENTS
LETTING & MANAGEMENT AGENTS
& VALUERS

Principal:
Mr. Beverley Morgan
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24-HR. ANSWER SERVICE

**INFORMATION ABOUT OUR COMPANY
AND THE
SELLING OR LETTING
OF YOUR PREMISES**

website: www.beverleymorganestateagents.co.uk

email: beverleymorgan@btconnect.com

1. We are a well respected established professional firm of Chartered Surveyors and Estate Agents with modern forward thinking ideas. Established in the early 1960 's in Cwmbran we have seen Cwmbran New Town and surrounding district grow and therefore have wide detailed experience of the area.
 2. Should you decide to sell or let through our Estate Agency our Mr Morgan, Chartered Surveyor with 39 years experience will call and take accurate details of your property.
 3. We would also value your property either for sale or rental value and advise you of the best possible method of letting or selling.
 4. We possess expensive computer duplicating equipment capable of producing details of your property within a few minutes. This will incorporate a photograph of your home and enhance its full character and charm. In some cases, if you are agreeable, we will produce a brochure incorporating internal photographs which will show a better perspective of the property we are offering for sale.
 5. We have a large comprehensive and up to date list of waiting applicants (many of whom have sold their own property and are anxious for a quick purchase) details of your property would be sent to them immediately. We also have email facilities.
 6. If you wish to add your name to our register and receive details of properties within a specific price range and locality, please ask for details. There is of course no obligation and we will be pleased to forward details.
 7. Photographs are taken both externally, and in some cases internally, of all properties we handle and these are displayed in our prominently situated ground floor Cwmbran showroom.
 8. Your property will be advertised regularly in the property supplement of the South Wales Argus. All properties are displayed on our website either to let or for sale.
 9. Details of your property are also circulated to many firms who plan to move to the locality.
 10. A professional artist has designed an eye-catching 'For Sale ' and 'To Let' boards. These are erected by a specialist sign firm, who are qualified and experienced to know where they should be best placed to attract maximum publicity. Our excellent sales and letting record has been due to many factors, but experience has shown that better and quicker results are received when a 'For Sale '/'To Let' board is erected. We aim to assist the public in every way and immediate identification by means of a board helps to a strong degree. We strongly recommend that you consent to such a 'For Sale '/'To Let' board. The intention is to let as many people know that your property is for sale or to let, even if your property does occupy a remote location. The board is part of our service and there is no extra cost.
 11. To assist prospective purchasers we include details on our particulars of directions to your property.
 12. We prefer to operate on a sole agency basis. If more than one or two agents are advertising your property, prospective Clients ask why it has not sold and why there are several agents. They can, in some cases, imagine that there is something wrong with the property if there are several agents acting.
- With regard to letting we only operate on a sole letting agency.
13. Sometimes prospective purchasers or tenants will call without appointments. If at all possible it is best to show them around, but do not negotiate a price – leave this to our qualified staff – it could be to your detriment if you try to negotiate a price yourself. If you are letting your premises you should not discuss the question of letting but leave this to ourselves.
 14. All negotiations would be carried out through our agency. Any investigations on credibility of the tenant will be carried out through our agency.

15. The price is governed by supply and demand, which determines the price. If you feel that the property is overpriced please contact us to discuss the future marketing of the property.

Rental levels are also governed by the same principles.

16. As soon as you instruct us to sell your premises we require the name and address of your Solicitor so we can arrange for him to prepare a draft contract immediately, so avoiding any possible delay if a purchaser is found.

17. If you do not have a Solicitor, please inform us as we could assist you with your selection of a Solicitor.

18. If you are in doubt as to the legal costs involved we should only be too pleased to contact your Solicitor to ascertain the fees.

19. Our fees for selling or letting will be clarified as soon as we take instructions. If there are any queries please do not hesitate to contact us.

20. Viewings can be arranged by appointment, but we prefer to accompany prospective purchasers. If it is at all possible we will hold a key of your property so we can arrange immediate viewing for clients. This is especially important if prospective purchasers or tenants are on a restricted visit to Cwmbran or Pontypool or surrounding area and require to inspect your property immediately. If we do not have a key and you are at work it is possible that they will not see your property. We always accompany where we hold a key of furnished properties, and of course, they are not released to prospective purchasers or tenants.

21. If you are going on holiday, always leave a key with us beforehand. Should you vacate your property before it has been sold, always leave a full set of keys, including the keys of the garage and any out buildings, and notify us of your new address and telephone number.

22. With particular regard to renting you should always ensure that the contents of the property are adequately insured.

23. We pride ourselves on service, and our capable, helpful and experienced staff are always available to assist you with any problems.

Letting and Management of premises:

24. We operate a Management and Letting Service for residential properties with computerized records to ensure a prompt and efficient service.

25. When our Mr Morgan calls he will explain our procedures and checks we make of prospective tenants. Before anyone is considered they must fill in an application form and give proof of identity by way of a passport or driving license with photograph.

26. Your special requirements regarding tenants will be discussed as and when we inspect your property. A letter is written to you agreeing all the terms and conditions to form a contract between Beverley Morgan and Company and the Landlord.

27. Fees will depend on the type of service you require whether it is a management or just a set up and will be discussed with you as and when we visit the premises.

Clients for whom we have previously acted, or currently acting, include:-

Llantarnam Housing Association (a subsidiary of Lucas Girling);

Pontypool Park Estate;
Evans Property Management;
Welsh Development Agency;
Peter O'Neill;
National Westminster Bank;
Representative Body of the Church in Wales;
Methodist Church;
E R & E L Jones;
Derek Morgan Dentist ;
Jennifer Pile (wife of the late David Pile, Architect).

We have over 60 properties which we manage on behalf of clients living in his country, but with other clients throughout the world.

Other professional services we offer:-

Compulsory purchase claims;
Valuations for Matrimonial and other disputes;
Leasing and Management of commercial premises;
Valuations for taxation purposes and insurance.

Home Buyers ' Reports carried out by our Chartered Surveyor.

BEVERLEY MORGAN F.R.I.C.S.
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