

**LetMC.com**<sup>®</sup>  
lettings software

## **Marketing**

*(Tantum eruditi sunt liberi)*

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## Printing Properties to rent list

**PROPERTY CRITERIA**

Branch / Area: Training Branch  
 --- All Training Branch Are

Property Type: --- Any ---

Number of Bedrooms:

Tenant Type: Any Type

Service Type: -- All Services --

Furnished: Any

Special Requirements: None Needed

Only Room in Property:

**RENT AND TERM CRITERIA**

Minimum rent:

Maximum rent:

Collected: Monthly

Available From: 24 November 2008

Available From Any:

Minimum Term (Days):

Order by: Managed by Then Lowest Rent

In the Property Criteria and Rent and Term Criteria boxes set what is required from the properties that you want to display on your list. A marketing message stating 'Managed By *Company Marketing Name*' can now be added to the *Properties To Rent* list. This can be enabled on request to LetMC Support staff, who will then amend the settings.

**CHOOSE A LAYOUT**

Maximum Properties Included: 75  
 Show Header Section:   
 Show Appointment Section:

3 X 2 Properties, with Photos (A4)

1 X 4 Properties, with Photos (A4)

2 X 4 Properties, No Photos (A4)

3 X 3 Properties, No Photos (A4)

5 X 3 Properties, with Photos (A3)

5 X 4 Properties, No Photos (A3)

1 X 3 Properties, with Photos (A5)

Select:

- Maximum amount of properties to be listed
- Style that you want the list to be produced in
- Whether header is to be shown or not
- Then click on the Generate Property List button

When the list has been generated in pdf format you will be able to print it

**GENERATE PROPERTY LIST**

Generate List:

It is possible to display a company logo image in *Marketing>Printing>Properties to Rent List* print job. This functionality can be enabled by LetMC client support staff at the request of client companies.

22 August 2008

**Properties to Rent - All Areas** LetMC.com Training

0870 870 8263 Tel  
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 SUPPORT@LETMC.COM Email  
 www.letmc.com Website  
 CRTC, Stonehenge Road, CamR, OZ4 4AY Address

Time	Date	Details	You spoke with
			JANE ANNA
<b>Bob Street</b>	<b>delta road</b>	<b>prince charles st</b>	
Reference: RH-47 Rent: Payment of £450.00 per calendar month Area: 3 Beds: 3 Available: 25/11/2008 Description: Semi detached house Furnished Status: Furnished Facilities: Double Garage, Double Glazed, Electric Heating, Cable	Reference: RH-43 Rent: Payment of £450.00 per calendar month Area: 3 Beds: 3 Available: None Description: Three bed house with furnished, new kitchen, off road parking Furnished Status: Furnished Facilities: Double Garage, Double Glazed, Electric Heating, Cable, Off Street Parking, Swimming Pool	Reference: RH-50 Rent: Payment of £200.00 per calendar month Area: 1 Beds: 1 Available: None Description: Three bed house, being soon vacant Furnished Status: Furnished Facilities: Double Garage, Double Glazed, Central Heating	
<b>Manor Road</b>	<b>Bryn Road</b>	<b>Cowbridge Road</b>	
Reference: RH-49 Rent: Payment of £550.00 per calendar month Area: 4 Beds: 4 Available: None Description: 2 BEDROOMS WITH TERRACE DOUBLE GLAZED, CENTRAL HEATING Furnished Status: Furnished Facilities: Double Glazing, Electric Heating, Double Glazed, Double Garage	Reference: RH-44 Rent: Payment of £350.00 per calendar month Area: 1 Beds: 1 Available: 14/11/2008 Description: Three bedroom situated in the quiet village of Bryn Road close to Junction 15 of the M4 with views of the M4 and M5 with some water views Furnished Status: Furnished Facilities: Double Glazing, Double Glazed, Double Garage, Central Heating, Double Glazed, Fridge Freezer, Central Heating, Double Glazed, Fridge Freezer	Reference: RH-23 Rent: Payment of £1450.00 per calendar month Area: 3 Beds: 3 Available: None Description: The property on Cowbridge Road has recently undergone refurbishment. The ground floor has been completely re-fitted and has a bar area within the property. Furnished Status: Furnished Facilities: Central Heating, Double Glazed, Fridge Freezer, Photocopier, Dishwasher	

Printed: 22/08/2008 09:11

## Advertising Let Agreed Properties

Properties which have entered the 'Let Agreed' stage (tenant has paid the deposit to Let the property, but has not yet signed a tenancy agreement) can now still be included in the advertised properties.

An 'Advertise Let Agreed' tick box is available within 'Control Panel>Modify Branch' in the 'Advertise Let Agreed Tenancies' section (by default the tick box is set to false, Client Administrators can change this setting, for any required assistance call LetMC Client Support).

When the box is ticked it will allow the any 'Let Agreed' properties to be advertised on portal websites (Rightmove etc). They will also to be included in 'Marketing>Printing>Properties to Rent List' and a brochure can also be printed.



▶ **ADVERTISE LET AGREED TENANCIES**

Advertise Let Agreed:

A separate tick box for 'Include Let Agreed' will appear on the 'Properties to Rent List' page. This will allow staff to select whether or not to include 'Let Agreed' properties in print outs.



▶ **RENT AND TERM CRITERIA**

Minimum rent  ⓘ

Maximum rent  ⓘ

Collected  ▼

Available From  📅

Available From Any

Minimum Term (Days)  ⓘ

Order by:  ▼

Include Let Agreed:

## Property Brochure

When preparing a Property Brochure you will need to select the correct property. You can only access this function if the property has not got a signed tenancy against it. When you have selected the property click on next

**SEARCH FOR PROPERTY**

Street:  Branch / Area:

--- All Training Branch Area

Key Bunch:  Reference:

---

**RECENT PROPERTIES**

Property
<input checked="" type="checkbox"/> 25 Cowbridge Road, CF31 1CR Bridgend, Training Branch Branch
<input type="checkbox"/> Hogwarts Road, SS16 4bw Exeter, Training Branch Branch

**PRINT BROCHURE**

Show Property Address Numbers:

Select whether or not you want property number displayed, you may require this if you are giving this to an applicant who is meeting you at a viewing. Click on print. You will now get a two page brochure on the selected property with in-depth details and description.

LetMC.com Training  
[www.letmc.com](http://www.letmc.com)






### Bryn Road

Brynmenyn, Bridgend, Mid Glamorgan, CF32 9JA

## Rental £850 pcm

1 bedroom House available 14 November 2008

**CBTC, Benghenydd Road, Cardiff, CF34 4AY**  
SUPPORT@LETMC.COM

**0870 870 8282**

Opening Times  
Mon 09.00 - 18.00; Tues 09.00 - 18.00  
Wed 09.00 - 18.00; Thurs 09.00 - 18.00  
Fri 09.00 - 18.00; Sat Closed; Sun Closed

LetMC.com Training  
[www.letmc.com](http://www.letmc.com)

- \* Furnished
- \* Central Heating
- \* Double Glazed
- \* Fridge Freezer

**Situation**  
Three bedroom house situated in the quiet village of Brynmenyn close to Junction 35 of the M4. Property comprises of entrance hall with doors leading off to lounge, dining room, kitchen and downstairs cloakroom. Stairs to the right of the hall leading to first floor landing with doors off to three good sized bedrooms and family bathroom. Master bedroom has en suite.

**Accommodation**  
**Cloakroom (Ground Floor)**  
1.98m (6'6") x 2.43m (8'0") (Height: 2.28m (7'6"))  
Cloakroom comprising of wc and wash hand basin

**Dining Room (Ground Floor)**  
4.26m (14'0") x 4.87m (16'0") (Height: 2.28m (7'6"))  
Large dining room which would be capable of housing a 10 seat table. Patio doors lead out to covered patio area and doors to kitchen and hallway

**Entrance Hall (Ground Floor)**  
3.04m (10'0") x 6.09m (20'0") (Height: 2.28m (7'6"))  
Entrance hall with doors leading off to lounge, dining room, kitchen and cloakroom. Stairs to the right of the front door leading to first floor.

**Kitchen (Ground Floor)**  
4.57m (15'0") x 5.48m (18'0") (Height: 2.28m (7'6"))  
Large modern Kitchen with recently fitted new cupboards and white goods. Doors to Dining room, hallway, walk in pantry, utility room and rear garden.

**Lounge (Ground Floor)**  
6.09m (20'0") x 7.62m (25'0") (Height: 2.28m (7'6"))  
Large living area with feature fireplace, large bay window looking out onto enclosed front garden. Double doors to dining room and door to hall.

**Bathroom (First Floor)**  
3.65m (12'0") x 4.26m (14'0") (Height: 2.28m (7'6"))  
Large family bathroom comprising white bathroom suite and large double sized shower cubicle

**Bedroom 2 (First Floor)**  
4.16m (13'8") x 4.26m (14'0") (Height: 2.28m (7'6"))  
Double bedroom overlooking the rear of the property

**Bedroom 3 (First Floor)**  
4.16m (13'8") x 4.26m (14'0") (Height: 2.28m (7'6"))  
Double bedroom with windows overlooking the rear of the property

**Master Bedroom (First Floor)**  
Large master bedroom suite with en suite, large picture window overlooking the front garden.  
All measurements are approximate.

**Directions**  
Leave the M4 from Junction 35 and head toward Brynmenyn, at the lights in Brynmenyn turn right and the property is about 300 yards on the left hand side

**Further Information**  
The landlord has requested to include if pets are kept at the property then the tenant will be liable to professional cleaning services at the end of the tenancy.  
The landlord is willing to rent this home to Employed  
The landlord is willing to rent the property for a minimum of 6 Months and a maximum of 6 Months  
Energy Performance Certificates  
This home's performance is rated in terms of the energy use per square metre of floor area, energy efficiency based on fuel costs and environmental impact based on carbon dioxide (CO2) emissions.



The energy efficiency rating is a measure of the overall efficiency of a home. The higher the rating the more energy efficient the home is and the lower the fuel bills will be.



The environmental impact rating is a measure of a home's impact on the environment in terms of carbon dioxide (CO2) emissions. The higher the rating the more energy efficient the home is and the lower the fuel bills will be.

Creation Date: 01/09/2008

Property Ref: Inst-64

IMPORTANT INFORMATION  
Our website is only a guide to the properties listed and we have provided these details as a general guide. The above text and pictures are intended to give you an impression of the property, but do not constitute an offer of a tenancy. The property is only available for viewing by appointment. The details in this publication are for information only. LetMC.com Training, 2008. LetMC.com Training reserves all rights in this publication.

The Property Brochure orders the rooms by the floor first then alphabetically per floor.

## Property Window display

When clicking on Property Window Display you will be taken to the standard search criteria screen,

**SEARCH FOR PROPERTY**

Street:  Branch / Area:

Key Bunch:  Reference:

---

**PROPERTY SEARCH RESULTS**

**278 BRYN ROAD**

Property	Advertised Instructions
<input checked="" type="checkbox"/> 278 Bryn Road, CF32 9JA Bridgend, Training Branch Branch	<input checked="" type="checkbox"/> Advertised Instruction(Re-let) Undefined - Undefined
<input type="checkbox"/> 10 The Bryn, NP20 7UJ Newport, Training Branch Branch	

Enter the criteria for the property that you need to produce a window display for and click the next action button

Print Window Display

Click on the Print Button to generate your window display

The Property Window Display will automatically update to 'Available Now' if the available date is in the past. The window display will display 'Available Now' instead of the date. This is so that properties which have been available to let for some time do not appear as "old stock".



**Bryn Road, Brynmenyn** **£550.00**  
**4 bedrooms** **PCM**

**New Build House - Entrance, reception hall, generous bay windowed lounge, good sized dining/kitchen, 4 great double bedrooms, bathroom, attic, outhouse, extensive garden grounds - driveway with double garage - situated in a much sought after location - Great opportunity for family who are looking for a larger property.**



## Email Rental List

If you want to send all your advertised properties to the local newspaper the email Rental List should be used. This will take all descriptive details and photographs of the property, insert it into an email which you can then send to local media outlets.

In the marketing section select Email Rental

The screenshot shows two sections of a web interface. The top section, titled 'EMAIL TYPE', has a dropdown menu set to 'Advertising'. The bottom section, titled 'ATTACH ADVERTISED PROPERTIES', has a 'Branch' dropdown set to 'Training Branch' and a 'Beds' dropdown set to '1 Bed'. Below these are two property listings, each with a checkbox, a small photo, and text details:

		Rent
<input type="checkbox"/>	<p><b>22 lym road</b>                      3 bedroom detached house with annex situated in nice area                      Available: Now ; Beds: 1                      Branch: Training Branch</p>	£500.00
<input type="checkbox"/>	<p><b>131 Northcote Rd</b>                      Available: Now ; Beds: 1                      Branch: Training Branch</p>	£500.00

The options you have for the properties that you wish to send to the media; Drop down menu to select number of bedrooms.

Tick boxes then to select the properties you are going to send

Click the Add button when you have made your choices.

The screenshot shows the 'ATTACHED PROPERTIES' section. It displays the same two property listings as the previous screenshot, but now they are selected (checkboxes are checked). Each listing has a small 'X' icon to its right. At the bottom of the section, it says 'Total Properties: 2'.

At the bottom of the current screen you will see a list of selected properties complete with picture and details. These are now ready to be sent. Click next to continue.

On the following screen you will see an outline of the email message to be sent. You should now enter the email address of the paper you want to send to; add any CC or BCC.

The pictures are already added but if you need to you can add more by browsing for new attachments. When complete click finish, the email will be sent automatically.

The screenshot shows the 'SEND EMAIL' form. It includes fields for 'From' (pre-filled with 'Jamie Amos [jamie.amos-master@home.letmc.com]'), 'To', 'CC', and 'BCC', each with a 'search' button. There is an 'Attachments' section with a 'Browse...' button and two attached files: 'inst-135-Guest bedroom\_small.jpg (24.95 KB)' and 'inst-159-cottage.jpg (42.52 KB)'. The 'Subject' field is pre-filled with 'LetMC.com Training Advert'. Below the form, there is a preview of the email content:

Prepared on 29/01/2009, at 15:33 by Jamie Amos

The descriptive and address text contained in the email may be selected, copied and pasted into the application of your choice. Simply highlight the text, right click on the highlighted area and choose copy from the menu.

lym road,  
 =====  
 Property Ref: inst-135  
 1 Bed House  
 Rent: Payment of £500.00 per calendar month  
 Available: Now  
 Attached Photo: inst-135-Guest bedroom\_small.jpg  
 Marketed by Training Branch branch

3 bedroom detached house with annex situated in nice area

The properties appear in the email in the same order as they are selected.

The email includes:-

Property address number (optional)

Address line 1,

Property area,

Landlord Instruction Reference e.g. inst-123,

Property description,

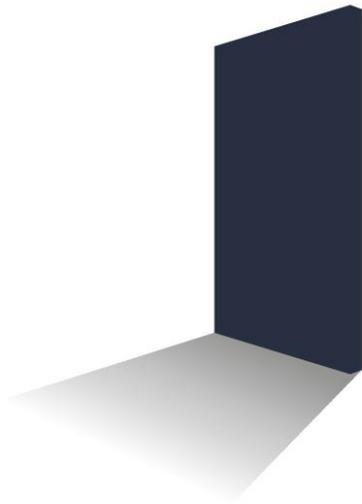
Number of bedrooms and property type,

Advertised rent amount,

Available from date,

The Branch marketing the property,

The main photo is attached to the email.



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