



TFP Products and Services

This sheet is designed to tell you a little more about Training for Professionals and what we do. Most of our work is involved with providing help and information for those working in the private rented sector. We do some work outside this field, but only a minority.

Our basic aim is to provide help and assistance in whatever form we can. Below you will find a brief description of the products and services we run. If you would like further information please contact the office.

TRAINING COURSES

We run a wide range of training courses, and each year we add new ones. We currently provide the following:

Tenancy Agreements

Setting them Up
Unfair Contracts

Get it Right

Non tenancy laws

Property Management

The Truth about it

Property Management Pitfalls

Practical Possession Proceedings

Accelerated Possession
Open Court Proceedings

Understanding Inventories

Understanding Possession Proceedings

Possession Proceedings Masterclass

Legal Update

Provides periodical updates of legal changes

Marketing

Business Building & Profit Enhancement

Taxation

Housing Benefit

Housing Act 2004

Basic Law for Lettings

Letting and the Law

These public courses are run in up to 18 venues around the country. We mail before each series giving information about the forthcoming courses and venues.

IN HOUSE TRAINING

All the above courses can be run specifically for any company at their own premises. This is charged at £775 per day plus costs. This can be more economical if there are more than 6-8 delegates and has the advantage of allowing you to choose the date and the course content. It often, therefore, represents better value for money even with less than 6 delegates. We will happily take parts from various courses and provide a custom mixed course just for you.

TRAINING COURSES ON CD or TAPE and/or PRINTED COPY

Some of our training courses are available on CD or tape. They can be listened to in the car whilst driving to and from appointments. This means no time loss and one can be used by all members of staff – fantastic value for money! Contact the office for a list of courses currently available in this format.

CONSULTANCY

Would you like specific advice and help at your own office? We will come to you and help you in any way we can. This could be to review your processes, talk about your specific needs in a tenancy agreement or to help review your procedures and is charged at £775 per day plus costs.

TENANCY AGREEMENT

We provide a model tenancy agreement and notices package. This also includes all the common notices. We can provide you with a CD or you can download from our website once you subscribe. You can then edit the agreement to make it just how you like it (it is totally flexible) and then each time you require an agreement or a notice, you can run them off your computer. It can be used with any of the tenancy deposit schemes. There are no problems with running out of printed forms.

Included in this package is an updating service. Some of the notices are prescribed by law. We will monitor the latest versions and send you any updates to the agreement or notices as and when necessary. The agreement is written in a modern easy to use style to avoid problems with Unfair Contract Regulations. It is also compatible with the CFP Winman and CARL computer systems.

PROPERTY MATTERS

This is an easy to use in-house newsletter for agents to send landlords. We write it and produce it, including your name and phone number. You are then posted an artwork master which you may copy as many times as you need. You may give them to managed landlords to help them understand their legal obligations. You can give them to your let only landlords to keep in touch with them. You can also provide them to your prospective landlords to give information about a subject and to show how you provide more assistance than others. This newsletter is also available in a Plus version, which allows you to include your logo, address etc, or electronically for use in your own newsletter.

HELPLINE ENQUIRY SERVICE

This is an easy to use helpline. You e-mail us any queries you may have and we will come back to you with an appropriate response. We guarantee to respond within 48 working hours, but often it will be within 4 hours. It can provide holiday cover, while the "resident" expert is away, or just a reassuring backup for the moments of doubt.

APPLIANCE SAFETY INSTRUCTIONS

Following the prosecution of Leyttons in Oxford for failing to provide instructions for a fridge, all agents should be aware of the need to provide some form of safety instructions for electrical appliances. We have written generic safety instructions for a range of appliances and these are available on CD or in printed format for you to produce with each letting.

THE LETTING HANDBOOK

This fact filled reference manual is the ultimate handbook to being a letting agent. It contains 100's of pages of useful fact filled relevant information. There is an updating service, where its loose-leaf format allows updates to be included to keep your information right up to date.

LETTING UPDATE JOURNAL

This is the ultimate quarterly information magazine for letting agents. It will tell you what legal changes have happened or are coming about. It reports on the market trends, reviews books and has case studies and informative articles. At £99 per year it is the best way of being in the know!

THE LETTING NETWORK

Have you visited the latest site specifically aimed at those involved in residential letting? If not, make sure you visit www.lettingnetwork.com for useful information and news about residential letting and management. Includes E-mail newsletters and useful links - with much more yet to come! Designed to be fast to download and easy to use, even for those inexperienced in using the Internet.

