



EUSTON ESTATE

Property Lettings Manager

Location:	Euston Estate Office, Suffolk
Reporting to:	Estate Director
Contract Type:	Permanent, Full Time
	37.5hrs per week, ideally 8.30am to 5pm Monday to Friday
Salary:	£competitive subject to experience and qualifications

Job Context

The Euston Estate is a large and diverse private estate of approximately 10,500 acres and is the seat of The Duke of Grafton.

The Estate consists of a range of business activities across its footprint and includes both in hand and let farms, residential and commercial portfolios, gardens, forestry and a growing visitor and events venue.

As the Property Lettings Manager you will be responsible for the management of the Estates 110 residential properties. You will also assist the Estate Director with the letting and management of other let property on the Estate, including commercial premises and rural land.

Job Purpose

You will be responsible for a wide range of tasks ensuring a high level of service to tenants, including the organising and conducting of property inspections, check ins and outs, negotiating renewals and administrating deposit returns. You will also be required to administer Tenancy Progression from viewing through to move in.

You will be expected to take the lead on ensuring all required paperwork and checks that are carried out for each tenancy comply with all Estate processes, ARLA guidance and statutory legislation.

Key Duties

- Checking and preparing properties for new tenancies
- Ensuring all properties have a valid Gas Safety, EIC/EICR, PAT and Licences
- Arranging pre tenancy works in relation to special clauses agreed at offer point and ensuring timely completion
- Arranging or preparing the inventory and check in
- Preparing welcome packs for the tenant, including tenancy preparation
- Meeting new tenants at the start of the tenancy
- Set up of utilities including transfers as required between tenants and landlords
- Deal with day-to-day property maintenance issues, including planned maintenance and obtaining competitive quotations
- Organise renewal of safety certification and remedial works during the tenancy
- Carrying out annual property visits and inspections
- Negotiate rent reviews and renewals where appropriate

- Ensure that tenants are referenced appropriately and right to rent checks are obtained as well as verified identification documents
- Deposit management, including the negotiation and distribution of the deposit return
- Progression and administration related to new tenancies and renewals
- Follow up and report on rental arrears
- Ensure all management systems are kept up to date and maintained
- Ensure that only approved and suitable contractors are instructed and source new contractors where required
- Raise work-orders for all works

Personal Specification

A professional and relevant qualification in property management is required for this role. This could include but not be limited to, RICS, CAAV, ARLA or similar property qualifications.

- Excellent verbal and written communication skills
- Attention to detail and time management
- Excellent administrative and organisational skills
- The ability to prioritise workloads and remain calm under pressure
- Good team working skills as well as the ability to work independently
- Good customer service skills and a friendly and polite disposition
- Effective diary management
- Sound IT skills
- Good interpersonal and problem solving skills

In addition to the tasks described above, the job holder may be required to carry out other duties as may reasonably be required from time to time.

We are an equal opportunities employer and do not discriminate on the grounds of gender, sexual orientation, marital or civil partnership status, pregnancy or maternity, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.

To Apply

To apply please send your CV and covering letter marked **Private and Confidential** to:

Robert Childerhouse

Estate Director
Euston Estate Office
Euston
Suffolk
IP24 2QP

Or by email to:

robertchilderhouse@euston-estate.co.uk

Closing date: 5pm Wednesday 30th April 2025