



LANDLORD BROCHURE

Lewis & Foy Lettings

Located in Liverpool & Merseyside, Lewis & Foy Lettings consolidate decades of experience with a modern approach to letting property and property management. Our lettings agents can help you manage and maximise your property.



Deposit
Protection
Service

PRS

Property
Redress
Scheme

rightmove



arla | propertymark

PROTECTED

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William Lewis - Director



A Message from Our Director

At Lewis & Foy Lettings, our mission is simple – to give landlords complete peace of mind while maximising the potential of their property investments. Based in the heart of Liverpool, we currently manage over 370 properties on behalf of landlords ranging from first-time investors to large portfolio owners.

Our unique strength lies in combining the personal touch of a local, independent agency with the professionalism, systems, and market reach you'd expect from a much larger firm. We know the Liverpool rental market inside out – enabling us to set the right rents, attract the best tenants, and minimise void periods.

Our service is genuinely end-to-end. From targeted marketing and rigorous tenant vetting to day-to-day management, legal compliance, and prompt rent collection, we take care of every detail. With an in-house maintenance team, issues are resolved quickly and cost-effectively, protecting the value of your asset and keeping tenants happy.

Transparency is at the core of everything we do – clear, fair fees with **no hidden extras**. We use the latest property management technology to give landlords instant updates and detailed statements, while also ensuring your property meets all safety and compliance obligations.

Whether you have a single flat or an extensive portfolio, our tailored approach ensures your needs are met. We are proud of the relationships we build with our landlords – many of whom have

trusted us for years – and the results we achieve on their behalf.

Your property is more than just an investment – it's a valuable asset. Let us manage it with the same care and dedication as if it were our own.

**William Lewis - MRICS MARLA
Director**

About Lewis & Foy Lettings

Based in Liverpool and across Merseyside, Lewis & Foy Lettings blends decades of combined expertise with a modern, transparent approach to property lettings and management.

William Lewis has spent decades building an extensive property portfolio while practising as a **RICS Chartered Surveyor**. As a landlord himself, he became increasingly frustrated by the recurring issues caused by property managers and letting agents — and, having worked with most of them over the years, he knew there had to be a better way.

James Foy and **Liam Foy** are the operational backbone of the business. With more than 50 years' combined experience in construction and maintenance, their knowledge benefits both landlords and tenants alike. Highly regarded within Liverpool, they have a reputation for delivering quality and reliability in every project.

The idea for Lewis & Foy Lettings began, as many good stories do, over an overpriced coffee and a chance meeting at a local property auction. Each brought a different perspective on the property world: William from investment and surveying, James and Liam from hands-on property maintenance and construction. All shared the same frustrations — outdated systems, chaotic processes, and agents who relied on subcontractors without having the expertise to manage them. They agreed that booking a contractor is not the same as managing maintenance — and that poor oversight inevitably leads to higher costs, lower quality, and unhappy clients.

By the end of the afternoon, they'd agreed on two things: **the coffee was terrible**, and they should start their own property management company built on customer service, transparency, and efficiency.

Lewis & Foy Lettings was officially established on 5 June 2018. Since then, the business has grown organically — from our early days working from home offices, through navigating the challenges of the post-COVID environment, to re-establishing a strong presence with our dedicated Liverpool office. Our team has expanded steadily, with each member stepping up as the business has evolved. A great example is Jonathon Brennan, who began with us as a qualified electrician and has since progressed to become a Director and a key leader within our maintenance team. Jonathon's measured, practical approach, combined with his extensive network across Liverpool, ensures that even in the rare instance where Lewis & Foy cannot handle a matter directly, we can always find a trusted solution quickly and efficiently.

Today, in 2025, we manage over £50 million in commercial and residential assets and process more than £3 million in annual revenue for clients and investors around the world.

We've grown into one of the leading property management companies in Liverpool and Merseyside — and we're just getting started.

Join us on our journey.

Testimonials

Our Clients say...



Great personal interaction from the get go. Handing over the management of our property has never been easier. Prompt replies and straightforward communication has led to what I hope will be a great relationship going forward. - **Tim Webb, Landlord**



As a landlord knowing that my property and tenants are being looked after is crucial and Lewis & Foy deliver on both of these. Incredibly easy to deal with, no messing about and they are great at what they do. Very responsive to any questions or queries. I switched my property to them at the start of the year and my only regret is that I didn't do it 5 years sooner. - **Scott Jones, Landlord**

Read More:

<https://www.lewisfoyletings.co.uk/testimonials>

Our Team



William Lewis - MRICS MARLA
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Liam Foy
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Director



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Property Lettings



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Kimberley Howey
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Property Management

Home Properties Pricing Team Landlords Tenants Valuation Invest About Contact Reviews

lewis & foy
lettings

Property Management & Letting Agents Liverpool

Located in Liverpool & Merseyside, Lewis & Foy Lettings consolidate **decades of experience** with a modern approach to **letting property** and **property management**. Our lettings agents can help you manage and maximise your property. You can view our available **properties for rent** [here](#), or by clicking **Property Search** below.

Telephone: 0151 438 6473
Emergency: 0151 438 6480
Email: office@lewisfoylettings.co.uk

[Property Search](#) [Call](#) [Email](#) [WhatsApp](#)



Stay up to date with our team at
<https://www.lewisfoylettings.co.uk>



OUR ACCREDITATIONS



Deposit
Protection
Service

PRS Property
Redress
Scheme

rightmove

aria | propertymark
PROTECTED

NICEIC
APPROVED
CONTRACTOR



At Lewis & Foy Lettings, our property management and lettings team brings together a wealth of experience from across the property sector. Our people include an MRICS Chartered Surveyor, MARLA-qualified lettings professionals, experienced property developers, knowledgeable office staff, and skilled property maintenance experts.

We pride ourselves on delivering a customer-focused service for both landlords and tenants, combining professional expertise with a personal, approachable touch.

We pride ourselves on delivering a customer-focused service for both landlords and tenants, combining professional expertise with a personal, approachable touch.

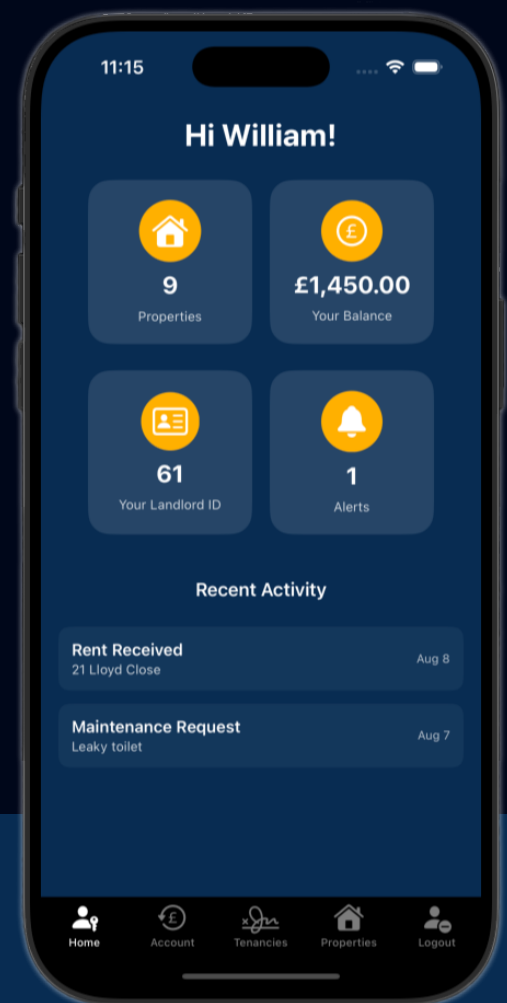
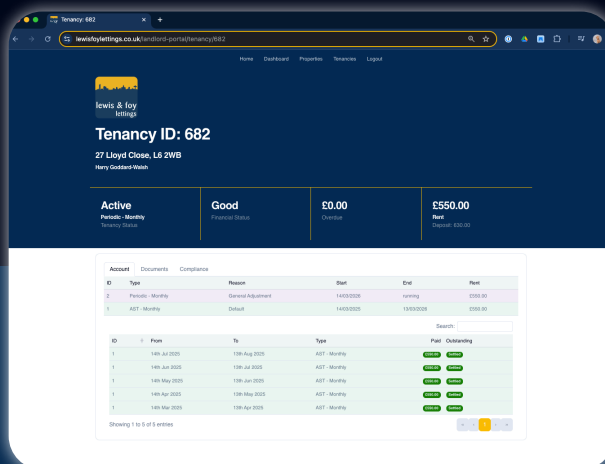
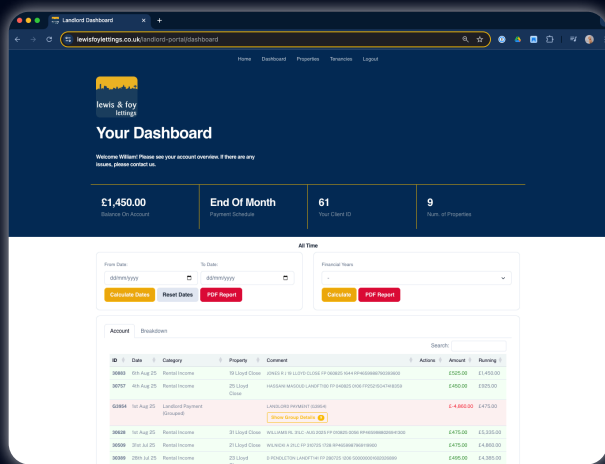
Our maintenance capability is one of the key strengths of our service. We have a core team of directly employed tradespeople, including qualified gas engineers and electricians, supported by a small network of trusted, long-standing subcontractors who share our commitment to quality and reliability. This ensures we can provide

responsive, cost-effective maintenance solutions while retaining oversight of workmanship, standards, and value.

As landlords and property investors ourselves, we understand the challenges you face — from maintenance issues to evolving regulations — and we bring empathy, insight, and practical solutions to every situation. With over 100 years of combined expertise in property management, construction, maintenance, and client care, our team is committed to proactive problem-solving, clear communication, and tailored strategies to protect and grow your investment.

Online Portal & iPhone App

We have developed our own Online Portal and iPhone (iOS) App. This allows you to keep track of your account, properties, tenancies and download your documentation. **The application shows data Live from our internal management system in real-time.**



Option 1

Full Property Management

Our Most Popular Service

10% + VAT

Full management of your property. No Hidden Costs.

Approximately 90% of our clients worldwide use **Option 1** - our Full Property Management. This includes everything you need to successfully let your property.

Finding A Tenant

£295.00 + VAT*

* Tenant Find Service as required - if you have tenant(s) this will not be charged, ie, moving from another management company.

Financial Example

If the monthly rental is **£800.00** you will pay a fee of **£96.00 inc. VAT**.

Tenancy Renewal

£75.00 + VAT*

* Only charged as required.

Includes

- Full Property & Tenant Management (see below)
- Full Property Marketing (Rightmove etc.)
- In-Person Viewings & Feedback
- Referencing, Credit Checks & Right to Rent Checks
- Prescribed/Required Document Serving
- Property Inspections
- Rent Collection/Arrears Management
- Online Portal & Digital Statements
- Compliance & Legislation Management
- Selective License Management
- Maintenance Management
- Local Council & Utilities Management/ Notifications
- 24/7/365 Emergency Telephone
- Deposit Management/Deposit Claims

Option 2

Full Property Management

Inc. Legal Expenses & Rental Protection

13% + VAT

Full management of your property with *extra* protection. No Hidden Costs.

Approximately 8% of our clients worldwide use **Option 2** - our Full Property Management including Rental Protection. This includes everything you need to successfully let your property and ensure you're protected.

Finding A Tenant

£295.00 + VAT*

* Tenant Find Service as required - if you have tenant(s) this will not be charged, ie, moving from another management company.

Financial Example

If the monthly rental is **£800.00** you will pay a fee of **£124.80 inc. VAT**.

Tenancy Renewal

£75.00 + VAT*

* Only charged as required.

Includes

- **Full Property & Tenant Management (see below)**
- **Full Property Marketing (Rightmove etc.)**
- **Rental Income Protection up to £2,500.00 PCM**
- **Selected Property Legal Disputes**
- **Eviction Costs**
- **Vacant Possession Cover for 3 months**
- **In-Person Viewings & Feedback**
- **Referencing, Credit Checks & Right to Rent Checks**
- Prescribed/Required Document Serving
- Property Inspections
- Rent Collection/Arrears Management
- Online Portal & Digital Statements
- Compliance & Legislation Management
- Selective License Management
- Maintenance Management
- Local Council & Utilities Management/ Notifications
- 24/7/365 Emergency Telephone
- Deposit Management/Deposit Claims

Option 3

Let & Rent Collection

Find A Tenant & Rent Collection

3% + VAT

Marketing & Tenant sourcing inc. Rent Collection. No Hidden Costs.

Approximately 2% of our clients worldwide use **Option 3**- our Let & Rental Collection. This includes everything you need to Let your property. Lewis & Foy will also collect the rent too - however, day to day management & maintenance would be handled by yourself. We generally **do not recommend** this for new Landlords with their first property.

Finding A Tenant

£400.00 + VAT*

* Tenant Find Service as required - if you have tenant(s) this will not be charged, ie, moving from another management company.

Financial Example

If the monthly rental is **£800.00** you will pay a fee of **£28.80 inc. VAT**.

Tenancy Renewal

£100.00 + VAT*

* Only charged as required.

Includes

- Full Property Marketing (Rightmove etc.)
- In-Person Viewings & Feedback
- Referencing, Credit Checks & Right to Rent Checks
- Prescribed/Required Document Serving
- Compliance & Legislation Advice
- Selective License Advice
- Tenant Sourcing
- Rent Collection

Let Only

One Months Rent + VAT

Tenant Sourcing. Minimum Fee: £500.00 + VAT

Lewis & Foy will source a new tenant for your property, ensure compliance and handle all documentation required. We will then hand over the tenancy/management to yourself.

Finding A Tenant

£400.00 + VAT*

* Tenant Find Service as required - if you have tenant(s) this will not be charged, ie, moving from another management company.

Financial Example

If the monthly rental is **£800.00** you will pay a one off fee of **£960.00 inc. VAT**.

Tenancy Renewal

£125.00 + VAT*

* Only charged as required.

Includes

- Full Property Marketing (Rightmove etc.)
- In-Person Viewings & Feedback
- Referencing, Credit Checks & Right to Rent Checks
- Prescribed/Required Document Serving
- Compliance & Legislation Advice
- Selective License Advice
- Tenant Sourcing
- Landlord Document Handover

Important...

Check for **Hidden Costs** Before You Choose an Agent



Not all property management fees are as straightforward as they seem. Some agents advertise low percentage rates, only to add extra charges later for essential services every landlord needs.

At Lewis & Foy Lettings, our fees are **clear, fair, and inclusive** — so you know exactly what you're paying for from day one.

Other agents may exclude services such as:

- **Regular property inspections** – important to identify issues early, and a requirement of Landlord Licences.
- **Detailed digital inventories** – improve the success rates where Deposit claims are required at the end of a tenancy.
- **Tenant check-out inspections** – necessary before returning a tenant's deposit, and in preparing for new tenants.
- **Compliance management** (to keep you legally protected)

These are not “extras” — they are essential to protecting your investment, minimising disputes, and ensuring a smooth tenancy.

Our Promise: All of these services are included in our standard management fees. No hidden extras. No surprises.

Tip for Landlords: Always ask for a detailed breakdown of what's included in the management fee. Compare like-for-like — it's the only way to see the real value.

Service Summary

Let's discuss our service in detail.

Free No Obligation Market Appraisal

One of our lettings specialists will perform a desktop analysis and attend the property(s) in person to give an accurate market valuation. Our experts will evaluate multiple factors before committing to a value. These factors include, but are not limited to; market conditions and demand, location of the property(s), property condition, plus many more additional elements.

Improvement & Refurbishment Recommendations

Should your property(s) require improvements or refurbishment, we will gladly advise on what we think would be the best possibilities and give the greatest return on investment.

National & Regional Marketing

Most property searches for tenants will start online and use portals such as Rightmove & Zoopla. We advertise on both and utilise our constantly building database of tenants looking for quality properties. We frequently have properties not initially advertised on Rightmove or Zoopla, as we have interested and pre-qualified tenants awaiting a property to come available

Virtual Tours with Matterport

Ever-advancing technology provides us with continuous opportunities to advance our marketing opportunities. Lewis & Foy Lettings chose to embrace this opportunity and employ the best in the class of virtual tour providers - Matterport. Authentic virtual tours should not be confused with walk-around videos taken on camera phones; these types of video tours, whilst informative, do not give a true reflection of a property and can not be recorded to showcase a property to its full potential. Our virtual tours allow tenants to explore the entire property from the comfort of their own homes and quickly decide if a potential property is for them; our virtual tours even enable a tenant to measure areas of a property, for furniture etc.

Accompanied Viewings

We like to meet all our potential tenants, so we strive to meet prospective tenants at the property to ensure they are happy and want to proceed. We endeavour to ensure that the prospective tenants will be satisfied with the property.

Tenant Screening & Referencing

Utilising the advancements in technology and Open Banking, we have partnered with a market-leading referencing provider who can complete full screening for us, sometimes on the same day. They keep us updated at all times and guide any potential applicants through the process. They provide us with information such as; identity confirmation, credit ratings, adverse credit warnings, income verification, previous rental payment verification, previous landlord references and employer references. They also give us a figure called an 'affordability rating', which advises us what each applicant can afford as a monthly rent amount.

Rent Collection & Digital Statements

The secure, reliable collection of the rent and accounting documentation is an essential service for any landlord. At Lewis & Foy Lettings, we have a custom-built system to track all incoming rental payments, automatically allocating them to the right property, tenant or landlord. This system also automatically produces monthly statements detailing all incoming & outgoing expenses and our management fees. Digital statements are automatically sent to each landlord every month.

Online Property Finance Account

If required, we can provide you with access to an online landlord finance portal which will provide details and access to things such as; rental statements, invoices, receipts and anything financially related to your property.

Fully Compliant Tenancy Agreement (AST)

Our Assured Shorthold Tenancy (AST) agreements have been drafted by Dutton Gregory Solicitors and produced by ARLA PropertyMark. This investment from us shows we will not just settle for an off-the-shelf tenancy agreement which may not protect our landlords. We are committed to providing the best.

Maintenance Management

Unfortunately, things do break, as much as we wish they didn't. As part of our full management service, we manage the reporting of an issue or required repair through to completion and handle all liaisons with the tenant and applicable contractor throughout the process.

Quality Contractors

Lewis & Foy Lettings operates concurrently with James Foy. This puts Lewis & Foy Lettings in a very advantageous and unique position with the ability to quickly access very experienced and qualified tradespeople to complete any repair, maintenance or compliance work to your property. The James Foy has been completing work for landlords with property in Liverpool and Merseyside for over 30 years.

In Person Check In & Key Handovers

We personally meet each tenant at your property to hand over keys and check in your new tenants. During this time, we will also show the new tenant where all the basics are, including; the fuse board, electric meter, gas meter, water meter and water stop tap. Additionally, this check-in procedure coincides with the required Right to Rent check, where we confirm in person that the identification provided matches the occupying tenant(s).

Utilities Management

We personally meet each tenant at your property to hand over keys and check in your new tenants. During this time, we will also show the new tenant where all the basics are, including; the fuse board, electric meter, gas meter, water meter and water stop tap. Additionally, this check-in procedure coincides with the required Right to Rent check, where we confirm in person that the identification provided matches the occupying tenant(s).

Right To Rent Check

Right to rent checks form part of the Immigration Act 2014. From the 1st February 2016, the UK government introduced a new requirement for landlords with rental properties in the UK to check whether their current or prospective tenants have the right to rent a property in the UK. This check started fairly simple with just a review of ID for UK & Irish nationals and biometric residency card checks for anyone not from the UK or Ireland. Things have now progressed, and the government has introduced an online checking service for non-UK nationals. A secure document is then produced to memorialise the check, which also contains the name of the agency that performed the check and when any further checks will be needed. The fines associated with failing to complete right-to-rent checks are up to £3,000 per tenant. It is also worth noting that anyone holding or storing confidential information on tenants will need to be registered with the ICO (Information Commissioner's Office). Lewis & Foy Lettings are of course, registered with the ICO.

Right To Rent Management

Right to Rent checks sometimes needs to be monitored, maintained and re-checked. Non-UK national residents usually have a set period in which they are legally allowed to rent a property in the UK; once this period expires, they must re-apply and renew the status for another fixed term. Lewis & Foy Lettings ensure that the re-checking is completed where required and the appropriate documentation securely stored for future reference if ever required.

Deposit Collection, Submission & Management

With all tenancies under our management, we always request the maximum possible deposit, equal to 5 weeks of rent, per the Tenant Fees Act 2019. We then protect this deposit within the Deposit Protection Service (DPS) custodial scheme. Once registered and protected, the deposit prescribed information is then produced and delivered securely to the tenant for signature and proof of delivery. This will be handled on your behalf if any management of the deposit is required during the term.

Full Digital & Photographic Inventory

As standard, we will produce a fully digital inventory containing time and date-stamped images of a property's condition on the day a tenant moves in. We will also ensure the meter readings are memorialised in the same way and form part of the report. A detailed schedule of conditions (inventory) is essential evidence if a claim is needed against the deposit held. Our inventories are sent to the tenants for signing and to allow comments to be made if they so wish. Again, these reports are sent for secure digital signature, which provides us with a chain of custody that the report was delivered and an opportunity for comment was given.

Regular Periodic Inspections

As part of any Assured Shorthold Tenancy, properties must be inspected regularly. As standard, we make an allowance for at least one inspection to take place during 6 months. These inspections are documented within the same format as our inventories where possible, and all images are time and date stamped for clarity. Should we identify any areas of concern, we will ask the tenants to ensure these issues are resolved (as long as it is their responsibility) and arrange a repeat visit to confirm the required improvements have been completed. Periodic inspections are also a requirement of the Liverpool Landlord Selective Licensing Scheme.

Tenant & Tenancy Issue Management

Sometimes, issues in people's lives do happen, and we at Lewis & Foy Lettings are the first port of call for tenants who come across problems in their lives relating to their tenancies. We work proactively with all tenants who have issues to find a resolution and positive outcome for all parties. We find that taking an understanding approach can often assist a tenant in resolving problems quickly and avoiding the potential impact on their home and family life. After all, property lettings and management is a people business.

Compliance Overview Check

As you will be aware, the world of compliance within the private rental sector is constantly evolving and more complex as the years' progress! We will go through all the required areas and ensure the property is fully compliant. Compliance issues include; smoke alarms (the correct number, in the correct locations and validity), Carbon Monoxide Alarms (the correct number, in the correct locations and validity), adherence to HHSRS (Housing Health and Safety Rating System).

On-Going Compliance Management

Compliance is an ever-evolving and changing landscape within the private rental sector. Lewis & Foy Lettings ensure we are up to date with all current, pending and potential changes in UK law, legislation and physical requirements. Once new requirements are announced, and we know they are required, we will take the necessary steps to ensure you are always up to date and protected.

Periodic Safety Inspections (CP12 & EICR)

As part of our full management service and a core part of our custom-built property management system, we ensure we can track and maintain all safety certificates which are legally required to be in place. We also ensure they are securely stored and backed up. Our system will notify us, in good time, when a particular certificate is due for renewal, and we will take steps to instruct the new testing and inspection takes place so you as a landlord are always covered. The main elements currently required by law are Electrical Inspection Condition Report (EICR) and Landlord Gas Safety Certificate (CP12). All new certificates are securely stored and backed up. As required, digital copies are also sent to tenants. We have now decided to take this one step further and produce digital proofs of smoke alarm and Carbon Monoxide alarm expiry dates, again, our system notifies us when these are required to be replaced and the proofs of the new installations will be taken and stored securely.

Deposit Deductions & Claims

In the rare and unfortunate event that deductions are required to be made from a tenant's deposit, we are here to help. As part of our full management service, we handle the gathering of information and discussions with the tenant about why the deductions are required and the cost of the remedy. We will notify the tenant before any claims against the deposit are made to ensure they are aware and to expect an amount of the deposit to be retained. Sometimes we may enter into negotiations with the tenant to ensure an amicable agreement can be made, and any issues are resolved. Should the tenant not wish to accept the proposed deductions, then we will enter into the adjudication process provided by the Deposit Protection Service (DPS); we will gather all the evidence possible and present your case to the adjudicator within the required time frame for them to make the decision. The majority of fair and reasonable claims with good supporting evidence are successful in the adjudication process.

Onboarding Your Property

We keep onboarding stress-free and seamless.

At Lewis & Foy, we understand that managing your properties can be complex and time-consuming. That's why we've streamlined the process to make transitioning to our property management services effortless and efficient. Our dedicated team ensures a seamless handover, handling every detail with precision and care. From tenant coordination to maintenance oversight, we provide a comprehensive, stress-free solution tailored to your needs. Trust Lewis & Foy to simplify property management while maximizing the value of your investments.

1

Contact Us

Get in touch with us today so we can better understand your **specific management requirements** and tailor our services to meet your needs effectively.

2

Onboard Your Properties

We'll take care of all compliance matters and coordinate directly with your current letting agent, if applicable, to ensure a smooth and **fully compliant** process.

3

Peace Of Mind

Once onboard, we'll expertly manage your property and keep you informed with regular updates, ensuring **peace of mind** and full transparency.

Other Costings

Let's discuss other Maintenance & Compliance costings. All costs inc. VAT. **You can use your own contractors, too.**

Service	Comments	Cost (inc. VAT)
Gas Safety Inspection (CP12)	2 x Appliances.	£85.00
	Extra Appliance (per/each Appliance)	£15.00
Electrical Inspection Condition Report (EICR)	Studio / 1 Bedroom	£186.00
	2 Bedroom	£216.00
	3 Bedroom	£234.00
	4 Bedroom	£264.00
	5 Bedroom plus+	Subject to Quotation
Energy Performance Certificate (EPC)	Studio / 1 Bedroom	£78.00
	2 Bedroom	£84.00
	3 Bedroom	£90.00
	4 Bedroom	£96.00
	5 Bedroom plus+	Subject to Quotation
Boiler Service		£96.00
Legionella Risk Assessment		£144.00
Smoke Alarms & CO Detectors		£90.00
Selective Landlord Licence	First Property	£144.00
	Subsequent Property	£114.00
All Tradesman	First Hour (min. 1 hour)	£90.00
	Subsequent Hours	£70.00
HMRC Return for NRLS (Non Resident Landlord Scheme)	1% upon commission	-
Count Attendance Fee	(charged per day or part thereof)	£480.00

Should any additional services beyond your chosen management package be required we will always provide a written quote for approval before commencing work, or charge at our standard professional hourly rate of £48 inc. VAT/hour if the task requires flexible time-based billing.

Ready To Join Us?

Lets Speak.



office@lewisfoyletings.co.uk



www.lewisfoyletings.co.uk



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