

Newsletter

Glasgow Edinburgh Inverness

November 2010



Winter's Here!!

The winter season is upon us yet again therefore it is now time to ensure you are one step ahead. We have given you a few simple steps to protect your home or business to prevent costly repairs:



Steps to protect pipes

When water pipes freeze and then thaw they can often burst. Every year thousands of pounds worth of flood damage is caused this way, most of it preventable.

- Lag / insulate water pipes both inside and outside the house, especially in areas such as roof spaces and garages
- Fix dripping pipes
- Wrap up water tanks, cisterns and boilers with insulating jackets
- If you have an outdoor tap, wrap it up with insulating material or switch off the water supply to it altogether.
- Leave the trap door to your roof space slightly open to allow warm air to circulate
- Keep your home warm, even when you are out. Check that your heating system is working properly - it's a good idea to get it serviced before winter sets in.

Simple steps to reducing your bills

- Turn radiators down in rooms which you only use occasionally.
- Switch your lights off when you are not using them.
- Turn appliances like TVs and phone chargers off at the wall rather than leaving them on standby when they are not being used.

Staying warm

- Draw curtains over windows at night to provide insulation for the room.
- Keep outside doors shut and block up obvious draughts (including the letterbox).
- Move furniture away from radiators and heaters to allow heat to circulate around the room.
- Open internal doors of any rooms that get more sun than others and let the warm air travel around your home.

Remember

- Do not switch the heating off when you go away. Leave it on at a low setting, or set the timer so it comes on at least once a day. If you have a thermostat, set your heating to come on if the temperature drops below a certain level.
- If you cannot leave the heating on when very cold conditions are forecasted then turn off the water supply and drain the system by leaving taps to run dry.

Ask a neighbour or friend to check on your home in particularly cold spells. If this isn't possible, leave a key or your contact details with a neighbour, in case of emergencies.

The Energy Assistance Package (EAP) is a new scheme introduced by the Scottish Government to help reduce fuel bills and improve the energy efficiency of homes in Scotland. It was introduced in April 2009 and replaces the central heating and warm deal programmes.

The first stage of the package is free energy advice, which is available from your local Energy Savings Scotland Advice Centre (ESSAC). Visit the Energy Savings Trust website to find your nearest ESSAC, or call 0800 512 012 for free advice.

Panto Competition



We are delighted to announce the winners of our pantomime competition.

Ms Sharon Kennedy
Cambuslang Glasgow – Pavilion Theatre Glasgow
Mrs. Jennifer Dallas and Mr. Andrew Burns Edinburgh The Festival Theatre Edinburgh.

We hope you have a wonderful night



All at Grant & Wilson Property Management Limited, would like to wish you a Merry Christmas and a Happy New Year.

Switch Over Reminder



The digital television switchover will be completed in West of Scotland

by June 2011, for further information or assistance on the Switchover Help Scheme call on: (08004087654)

Passport to professionalism in property management

The IRPM was launched by the Association of Residential Managing Agents (ARMA) in early 2002 as a means of delivering a portable professional qualification in residential property management. This qualification will ensure that we are as always, providing our customers and clients with a knowledgeable and professional service.

We are proud to announce that one of our Property Managers Scott Robertson received the award for achieving the highest pass mark in Scotland. Scott was presented with his award by Martin Rochfort ex-Chairman of the IRPM, in London.



Account Payments

TRADE ACCOUNTS

Any owner who wishes to exercise their rights to view trade accounts must advise their Property Manager in advance of this request, as this will allow time for all accounts to be retrieved from our archive files. We would then request that you make an appointment with your Property Manager, at our offices to view these accounts.

ACCOUNT PAYMENTS

We would appreciate if you are paying your account by bank transfer quote your Grant & Wilson reference number and if by cheque write the reference number on the back. This will ensure that all monies paid will be allocated to your account when confirmation has been received from the bank

Attention all Landlords

There are benefits for letting your property with Grant and Wilson when we manage the building or development. It allows you as the landlord to have peace of mind knowing that your future investment is being cared for internally as well as externally. We can manage any maintenance accounts due, as well as ensuring that your tenant is adhering to the policies and procedures of the building or development.

We are currently seeking more properties to add to our letting portfolio due to our quick turnaround time for letting. We tailor our Residential and Commercial Letting Management Service to each of our Landlords individual needs. Due to the success of our promotional offer last quarter; of a discounted monthly management fee of 10% with no sign up fee and the first month free, we are continuing this until January 2011.

Give our friendly and efficient letting staff a call NOW on: 0141 548 1858 - 0141 548 1859 - 0141 548 1867 and request a booking for your FREE valuation and market appraisal of your property or call us for any other general enquiries.



Looking after your smoke alarm



Follow the manufacturers' instructions - smoke alarms need very little maintenance. A few minutes of your time during the year will ensure that your alarm is working and could help save your life and the lives of

your family.

You should:

- Once a week test each alarm by pressing the test button till the alarm sounds.
- Once a year change the battery (unless it's a ten-year alarm).
- Twice a year open the case and gently vacuum the inside using the soft-brush attachment to remove dust from the sensors. If it doesn't open, vacuum through the holes.
- After 10 years it's best to get a whole new alarm.

Jeans for Genes

All the staff wore jeans for a day to raise money for the "Jeans for Genes" charity. We managed to raise £46.00. If you have a charity which you would like us to support please contact:

Amanda Gilmour Sales & Development Manager on:
amandag@grantandwilson.co.uk



Office Contacts

When calling our Glasgow and Edinburgh offices, please listen to the options available and select accordingly. All Property Managers have direct line telephone numbers and e-mail addresses, therefore we ask that you call them direct. If you do not have these details please press "0" and request your Property Managers details from the receptionist.

