

# A Summary of Our Services...

	Tenant Find	Rent Processing	Fully Managed
Market valuation of property, pre-let health & legal check, market property using online portals, our website and local/national media as appropriate. Order a 'To Let' board. Regularly review interest and update online property profiles.	✓	✓	✓
Show applicants the property, agree Tenants with Landlord, complete comprehensive referencing, comply with Right to Rent requirements. Draw up Tenancy Agreement.	✓	✓	✓
Arrange for pre-tenancy professional clean and for a property inventory to be completed.	✓	✓	✓
Collect 1st months rent. Send rent to you minus any relevant fees & costs with a detailed statement.	✓	✓	✓
Check Tenants into property; hand-over keys & details, take meter readings. Handover inventory & collect signed copy. *extra costs apply for this service	✓	✓	✓
Notify utilities and local authority of Tenancy starting.	✓	✓	✓
Collect monthly rent, and send to you minus any relevant fees & costs with a detailed statement to breakdown monthly payments. Pursue late rent. Annual rent review and negotiation with Tenants.		✓	✓
Collect deposit and hold in a protected scheme (DPS).		✓	✓
Inspect property after first 3 months and 6 monthly after this. Send you a written report with pictures. Contact Tenants to notify them of any concerns identified and ensure these are addressed.			✓
Keep up to date with latest regulations, make sure all legislation and safety regulations are adhered to and notify you of any changes.			✓
Arrange safety reports & certificates when due; e.g. Landlord Gas Safe Certificate, EPC, EICR, PAT test (for more info. please ask).			✓
Securely store spare set of keys for property to allow access when required.			✓
Deal efficiently with any maintenance enquiries, agreeing with you before proceeding where required and arranging access with Tenants.			✓
Access to database of reliable and fully insured contractors, many of which we have an ongoing relationship with offering competitive rates and priority services.			✓
Provide a 24/7 Tenant maintenance helpline, with out of hours emergency line available.			✓
Serve correct legal notices to the Tenants, e.g. s.21 for End of Tenancy.			✓
Approach Tenants to see if they wish to renew and negotiate rent increase as appropriate			✓
If tenancy ends, arrange check out; including clean and check out inventory. Identify any damage or necessary compensation (taking into account the check-out report). Negotiate & return deposit to Tenant after deductions have been made.			✓