

Lettings – Which package suits **you** best?

		LET ONLY	MANAGEMENT
Prior going to Market	Initial visit for the valuation of the property, and to make recommendations prior to the property being on offer to the general public	✓	✓
	Legal Compliance/Guidance	✓	✓
	Professional photography in readiness for marketing	✓	✓
	Valuation letter and comparable evidence of similar properties in the same price range	✓	✓
Marketing	Advertising on Portals and in branch	✓	✓
	Distribution of property particulars to our database	✓	✓
	Fielding of Applicant Enquiries	✓	✓
	Vetting of potential tenants	✓	✓
	Accompanying of all viewings	✓	✓
	Viewing Feedback	✓	✓
	Landlord Cashflow Statement	✓	✓
Negotiating an Offer and Referencing	Receipt of Offers	✓	✓
	Collection of holding deposit to get commitment from the prospective tenants	✓	✓
	Negotiation of all issues relating to furniture, move-dates, etc	✓	✓
	Independent referencing including credit check, ID check, employment and previous landlord reference (where appropriate)	✓	✓
Prior to Move-In	Preparation and signing of the Tenancy Agreement	✓	✓
	Collection of the remainder of "Move-In" monies	✓	✓
	Issuing of Right to Rent, EPC and Deposit information to tenants	✓	✓
	Smoke Alarm and CO2 Alarm check/provision (at cost)	✓	✓
	Co-ordination of Cleaning, Inventory (at cost)	✓	✓
Move-In day	Meeting the tenants to arrange keys and their Move-In's to ensure smooth handover	✓	✓
	Taking of meter readings	✓	✓
Legislation	Deposit registration in a Government backed scheme	✓	✓
	Arrangement, if required, for a gas certificate and EPC (chargeable as third party instructed) to be conducted	✓	✓

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Our full management service includes all elements of our Let Only (Tenant Find) service in addition to the below after the tenants have moved in.

		LET ONLY	MANAGEMENT
Tenant Management	Dealing with all enquires from your tenants (re: rent and maintenance)		✓
	Collection of rent		✓
	Payment of rent to yourself, with accompanying statement of account		✓
	Pursuit of late payment		✓
Property Management	Dealing with the reporting of maintenance issues from tenant to yourself		✓
	Arrangement of contractors and repairs as and when needed		✓
	Settling of invoices and provision of documents for your tax affairs		✓
	The option to have interim quarterly inspections		✓
	Dedicated property manager		✓
End of Tenancy	A pro-active approach to manage a renewal or move-out/re-let		✓
	If a renewal is agreed, negotiation of rent increase if required		✓
	Renewal paperwork to ensure a fixed term and not a periodic tenancy		✓
	If a re-let is required, re-marketing and commencement of new Let Only services		✓
	Notices served if required		✓
The Best Protection	FREE Rent Guarantee insurance - giving you the best financial protection		✓
	FREE Property inventory - giving you the greatest re-assurance about the protection of your property		✓