







## **FULL PROPERTY MANAGEMENT SERVICE**

### **Our Management Service Includes:**

1. Advising you on the likely rental income and pre-letting preparations.
2. Advertising and generally marketing the Property.  
(Window display, local papers, free local publications, distribution of our property listings to local companies, our website, propertyfinder.com, rightmove.co.uk, Netrent, and Rentamatic)  
   
3. Interviewing prospective tenants and undertaking comprehensive referencing by an independent company including: financial, fraud & id, employment and address status. Where necessary, additional security would be requested by means of a guarantor. In the case of a company, a full reference would also be taken.
4. Accompanying prospective tenants to view the Property, including weekends and evening if necessary.
5. Preparing the Tenancy Agreement and corresponding Notice necessary for the Landlord to gain the protection of the relevant Rent and Housing Acts, renewing the Agreement where necessary at the end of the Term.
6. Liaising with the Landlord's mortgagees where necessary with regard to references and the Tenancy Agreement.
7. Taking a deposit, of one and half months rent (or as close to) from the tenant. This will be placed in a government approved deposit scheme within 14 days of receipt, we will then notify you and the tenant of the particular deposit scheme used and its details.
8. Collecting the rent monthly and paying over to the Landlord monthly (normally within 4 banking days of collection) less any fees or expenses due or incurred for the period. Payments will be made by bank transfer (unless otherwise agreed) together with a detailed rent statement.
9. Notifying the utility companies (principally electricity, gas and water) of meter readings and advising them of the transfer of service contracts to the tenant at the beginning of each Tenancy. The Local Authority will also be notified.
10. Inspecting the Property initially after the first six weeks then every two months or more if we consider it necessary. Responsibility and management of an empty property is not normally included, and will only be carried out by special arrangement.
11. Co-ordinating repairs or maintenance including arranging for tradesman to attend the property and obtaining estimates where necessary, supervising works and settling accounts from rents received. We are not able to supervise large works.
12. Carrying out a full property inspection and inventory check at the end of the Tenancy and dealing with matters relating to unfair wear and tear before releasing the tenant's deposit.
13. Issue the tenant(s) with a 24 hour contact number for emergency use only.
14. Negotiate renewal of tenancy
15. In addition we can arrange rent and legal fee's insurance cover, please ask us for further details on this.
16. Arrange landlords gas safety check, electrical check + PAT testing, EPC certificate