



## INTRODUCTION ONLY SERVICE

### Our 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, Rentamatic, Looking2rent, UKhomes4rent, and Rent-Rent-Rent)



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.
5. Collect the first months rent and holding deposit, set up standing order for future payments.  
**Please note that with effect from the 6<sup>th</sup> April 2007 you will now be responsible 'as landlords' in making sure that the tenants deposit is placed into a government approved deposit scheme within 14 days of receiving it.**
6. 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.
7. Prepare our own Tenancy Agreement and corresponding notice necessary for the Landlord to gain the protection of the relevant rent and housing acts.
8. Prepare an Inventory and Schedule of condition.
9. In addition we can arrange rent & legal insurance cover, please ask for further details
10. Arrange Landlords Gas Safety Check, Electrical Check + PAT test, & EPC certificate if requested to do so.

### In addition we can carry out the following services:

- Service a "Notice to quit"
- Property inspection check
- Tenancy Agreement renewal

