

Menu of service options

	Let only	Rent collected & guaranteed	Managed	Managed & guaranteed
Appraising the property for potential rental value – free & without obligation	✓	✓	✓	✓
Preparing colour particulars with photos and floorplans	✓	✓	✓	✓
Advertising the property widely inc. Rightmove, OnTheMarket and our website	✓	✓	✓	✓
Featuring the property as a premium listing on Rightmove	*	*	*	✓
Sourcing suitable and reliable tenants for the property	✓	✓	✓	✓
Accompanying potential tenants to view the property	✓	✓	✓	✓
Obtaining references, credit and affordability checks on potential tenants	✓	✓	✓	✓
Providing you with information on the latest health and safety regulations	✓	✓	✓	✓
Preparing the tenancy agreement	✓	✓	✓	✓
Producing the inventory to include colour photos of current condition	*	*	*	✓
Organising the collection of the tenant's deposit and first month's rent	✓	✓	✓	✓
Registering the tenant's deposit in a government approved Tenant Deposit Scheme	*	✓	✓	✓
Witnessing the tenant/s sign all legal paperwork in the office	✓	✓	✓	✓
Checking in the tenant at the property and agreeing the inventory	*	*	*	✓
Notifying utility companies of meter readings and tenants details	✓	✓	✓	✓
Initial 12 months legal cover for non-payment of rent	*	✓	*	✓
Rent recovery scheme including legal cover	*	✓	*	✓
Collecting the rent from the tenant every month		✓	✓	✓
Transferring the rental income to your account and providing you with statements		✓	✓	✓
Providing annual rent account summary for tax purposes		*	*	✓
Login access to online management account system			*	✓
Inspecting the property periodically and reporting to the landlord	*	*	✓	✓
Being the first port of call for a tenant with maintenance issues			✓	✓
Providing a 24/7 response service to emergency maintenance requests			✓	✓
Arranging any necessary repairs during the tenancy			✓	✓
Project managing and overseeing extensive refurbishments	*	*	*	✓
Reviewing the rent each year	✓	✓	✓	✓
Negotiating and agreeing renewal terms of tenancy	*	*	*	✓
Issuing the relevant legal notice to bring the tenancy to an end	*	*	✓	✓
Checking out tenants and negotiating deductions from deposit	*	*	✓	✓
Organising the release of the deposit from Tenant Deposit Scheme	*	✓	✓	✓
Representing the landlord in court or Tenant Deposit Scheme dispute	*	*	*	✓

✓ Service is included as standard * Available as an optional extra

Last updated 19 May 2015