

### Our Service Options

	Let only	Fully Managed	Managed & Guaranteed
Appraising the property for rental valuation	✓	✓	✓
Draw up property details including room sizes	✓	✓	✓
Advertise the property on the portals inc Rightmove, Zoopla and our website	✓	✓	✓
Accompanying viewings with potential Tenants	✓	✓	✓
Obtaining references, credit checks and affordability checks on potential Tenants	✓	✓	✓
Right to Rent checks on potential Tenants	✓	✓	✓
Ensure that the property is compliant with legal requirements	✓	✓	✓
Prepare the Tenancy agreement	✓	✓	✓
Provide Tenant/s with How to rent guide, Deposit Prescribed information, EPC	✓	✓	✓
Produce an inventory including colour photos	✓	✓	✓
Organise the collection of the Tenant's deposit and first month's rent	✓	✓	✓
Checking in the Tenant/s, including check in report and photocopy of keys	✓	✓	✓
Witnessing the Tenant/s sign all relevant paperwork in the office	✓	✓	✓
Take pictures of all accessible meter readings	✓	✓	✓
Registering the Tenant's deposit with Tenancy Deposit Scheme (TDS)	✓	✓	✓
Collecting the rent from the Tenant every month		✓	✓
Transferring the rent to your account and providing you with statements		✓	✓
Providing annual rent summary for tax purposes (if requested)		✓	✓
Inspecting the property periodically and sending a report		✓	✓
Initial point of contact for a Tenant with maintenance issues		✓	✓
Providing a 24/7 service for emergency maintenance		✓	✓
Arranging any repairs during the Tenancy		✓	✓
Ensure legal updates and requirements are met, i.e Gas Checks, EPC's		✓	✓
Reviewing the rent each year		✓	✓
Issuing the relevant legal notice to bring the Tenancy to an end (if required)		✓	✓
Checking out Tenants and negotiating any deductions from the deposit	✓	✓	✓
Represent the Landlord if there is a Tenant Deposit Scheme dispute	✓	✓	✓
Organise the release of the deposit from Tenancy Deposit Scheme (TDS)	✓	✓	✓
Access to your own online property account portal with all tenancy information	✓	✓	✓
Initial 6 months legal cover for non-payment of rent			✓
Rent recovery scheme including legal cover			✓
Fee's	100% of the first month's rent plus VAT	Initial set up fee of £300.00 plus 10% of the monthly rent plus VAT	Initial set up fee of £550.00 plus 10% of the monthly rent plus VAT

✓ Service is included