

SUMMARY GLANCE AT SERVICES INCLUDED: *charges apply depending on service level

SERVICE FEATURE	SERVICE PACKAGES		
	Standard Let Only	Rent Collection	Full Management
Current Market Appraisal	√	√	√
Provide guidance on compliance with statutory provisions and letting consents	√	√	√
Erect board outside property in accordance with Town and Country Planning act 1990 (where possible)	√	√	√
Market the property and advertise on relevant portals	√	√	√
Accompanied Viewings and Feedback	√	√	√
Find Tenants	√	√	√
Advise on non-resident tax status & HMRC (if relevant)	√	√	√
Negotiation of agreed terms for tenancy	√	√	√
Tenant Referencing Service to include credit checks*	√	√	√
Preparation of Tenancy Agreement including any negotiated clauses*	√	√	√
Security Deposit collection and registration*	√	√	√
Provide tenants with method of payment	√	√	√
Deduct any pre-tenancy invoices	√	√	√
Agree collection of any shortfall & payment method	√	√	√
Collect and remit first month's rent	√	-	-
Notification to local authorities and utility suppliers of new tenancy	x	x	√
Inventory and Schedule of condition arranged*	√ <i>(by request)</i>	√ <i>(by request)</i>	√
Demand, collect and remit the monthly rent	x	√	√
Pursue non-payment of rent and provide advice on rent arrears action	x	√	√
Bills paid on your behalf from your monthly income	x	x	√
Arrange routine repairs and instruct approved contractors (provided two quotes)	x	x	√
Undertake two property routine visits per annum and notify the outcome to the Landlord	x	x	√
Negotiation of renewal contracts and rent review*	√	√	√
Arrange check out inspection*	√ <i>(by request)</i>	√ <i>(by request)</i>	√
Security Deposit dilapidations negotiations	x	x	√
Hold keys throughout the term	x	x	√