

Our Services

	Tenant Find Service	Full Management Service <i>(Plus reduced tenant find service)</i>
Agree the rental value	✓	✓
Analyse current market trends in relation to the property	✓	✓
Provide guidance on compliance with statutory provisions and letting consents	✓	✓
Market the property and advertise on relevant portals	✓	✓
Carry out accompanied viewings (as appropriate)	✓	✓
Complete tenant application process with applicants	✓	✓
Advise Landlord of all applications and allow Landlord to choose best candidate	✓	✓
Hand tenant keys and complete move in checks and paperwork (including AST)	✓	✓
Advise on non-resident tax status and HMRC (if relevant)	✓	✓
Collect and remit initial months' rent	✓	✓
Provide tenants with method of payment	✓	✓
Deduct any pre-tenancy invoices	✓	✓
Make any HMRC deduction and provide tenant with the NRL8 (if relevant)	✓	✓
Advise all relevant utility providers of any changes	✓	✓
Advise on refurbishment requirements		✓
Demand, collect and remit the monthly rent		✓
Arrange payments for statutory regulations		✓
Pursue non-payment of rent and provide advice on rent arrears actions		✓
Undertake two routine visits per annum and notify the outcome to the Landlord		✓
Arrange routine repairs and instruct approved contractors where necessary		✓
Hold keys throughout the management period		✓
Security Deposit dilapidation negotiations		✓
Serve abandonment notices		✓
Manage utility bills during void periods		✓
Liaise with Landlord for tenant queries and miscellaneous queries		✓
Complete Check-outs with departing tenants		✓
Complete all paperwork for check-out and provide report for Landlord		✓