



## FULL MANAGEMENT SERVICE

### INITIAL SETTING UP - £150 + VAT + £30.00 + VAT reference fee for each tenant

1. Arrange a consultation visit with you to view the property, advise on aspects of letting and decide the rent and any restrictions on the tenant.
2. Measure, photograph and take notes about the property so that we can insert accurate advertisements in our window, and on the internet.
3. Erect Property To Let board if required.
4. Find a suitable tenant from our records or advertising.
5. Carry out accompanied viewings to the property and conduct any negotiations.
6. Vet the prospective tenant to ensure no adverse credit history or outstanding County Court Judgments, take references from previous landlords, employers, personal referees.
7. Advise you when references are complete to obtain your permission to proceed.
8. Compile the necessary notices and tenancy agreements for your and the tenant's signature.
9. Prepare an inventory of contents and condition using photographic evidence if required.
10. Obtain the first rent and deposit prior to move in.
11. Hold the deposit for the duration of the Tenancy and issue Tenancy Deposit Certificates to the tenants and to you.
12. Move the tenant into the property, reading the meters and instructing the tenant on utility and services management.

### MANAGEMENT - 11% including rent guarantee insurance 13% of Gross Rent Deducted Monthly and subject to VAT

1. Collection of monthly rent in advance and crediting it to your bank account by electronic transfer on the 15th day of each month or the nearest working day thereafter.
2. Inspecting the property soon after the move in and then approximately every 6 months to ascertain external and internal condition and reporting directly to you in writing.
3. Advising on any general day to day maintenance requirements and organising repairs as instructed by you. Paying for all repairs / insurances from the proceeds of rent on your behalf.

### CLOSING DOWN - £60 + VAT

1. Serving or responding to Notice to Quit. Issuing a list of instructions to the tenant on how to prepare the property for hand over. Visiting the property prior to move out to assess any problem areas and advising the tenant on how to proceed.
2. Arranging of the transfer of utilities to a new tenant or yourself.
3. Carrying out a move out inspection of the property and detailing a list of dilapidations.
4. Organising restoration of the property and making deductions from the deposit as appropriate.

### TENANT CHANGEOVER - £60 + Advertising Costs + VAT

All necessary actions as detailed in the setting up list to find a new tenant as quickly as possible.