



## FULL MANAGEMENT SERVICE

This is our most comprehensive service and is designed for all landlords who wish us to do most of the hard work for them. Whether you are living abroad as a non resident landlord, or live just around the corner and wish to have the day to day property management dealt with professionally, promptly, knowledgeably, and with courtesy, then this is the service for you.

### OUR SERVICE INCLUDES...

Free market appraisal of your property, including free advice on marketing your property.

Full online marketing via Rightmove and Zoopla.

Fully accompanied viewings.

Referencing via Homelet Referencing, which will include Right to Rent checks. We can also organise to have your rent guaranteed via a third party insurance provider.

Drawing up tenancy agreement and guarantors agreement if applicable, and obtaining tenant/guarantors' signature,

Meeting tenants and handing over your keys.

Taking a month's rent in advance, plus a deposit equivalent to a month and a half's rent. Transferring utility accounts into new tenant's names and taking meter readings, for both incoming and outgoing tenancies.

We can also organise a third party inventory, and formal check in and check out at your property. We would highly recommend this, and will instruct a third party inventory clerk, at your cost. We would advise that unless an inventory is given to your tenant at the outset of the tenancy, you may be unable to make justified deductions to your tenants deposit. The costs for this service starts from just £55.00.



Monthly collection of rent, and payment directly into your nominated bank account.. Chasing up late payment of rent and advising you of this fact.

Serving legal notices as appropriate.

Conduct periodic property visits, typically, but not necessarily every three months.

Organising maintenance work on your behalf – please note that unless it is an emergency, we will always seek your permission to carry this out.

Protecting your tenants deposit with The Deposit Protection Service (DPS), and dealing with any deposit disputes on your behalf.

Renewing the tenancy if that is your wish.

We can also organise gas certificates, Energy Performance Certificates, periodic electrical checks etc at the landlords expense.

(Please will you note that the fees charged by this agency currently do not include VAT. However, we do reserve the right to add VAT to our fees with the giving of one month's notice. However, please be aware that should we need to pass on the cost of third party costs, then they may well include VAT, and we have no control over this.)

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Set up charge for each new tenancy - £250.00

Rent Collection charge per month – 10% (Typically if your rent is £1000 pcm you will be paying us £100 per month for this service).

To find out more, or to book a free market appraisal of your property, please will you contact us:

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Bristol  
BS6 5QX

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