



Summary of Services Provided

	Premium Full Management	Part Management
No Obligation Rental Valuation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Marketing Advice and Guidance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Advice On Landlord's Legal Obligations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Organising EPC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Full Colour Details With Photographs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Marketing Through Our Office Network	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Extensive Local Advertising	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Properties Marketed On All Major Property Portals	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Accompanied Viewings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
*Full Referencing & Tenant Vetting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
*Carry Out Credit Scoring, Anti-Money Laundering & Right To Rent Checks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
*Organising Deed of Guarantee Where Necessary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tenancy Agreements Prepared & Exchanged	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Collect First Months Rent	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
*Preparation Of Inventory With Photographic Library	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
**Arranging For Gas Safety, Electrical Checks & Legionnaires Certificates	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Arranging For Installation Of Smoke & Carbon Monoxide Detectors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Collect Rent & Deposit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
*Register Deposit With TDS & Issue Certificate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Set Up Standing Order For Future Rent Payments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
*Arranging Tenancy Renewals & Preparing Appropriate Documentation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Annual Rent Review	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
*End of Tenancy Inspection & Deposit Negotiation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Negotiating End Of Tenancy Disputes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Receive Rents & Remit With Monthly Statement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Annual Statement Of Income & Expenditure Available On Request	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Organisation Of Repairs & Maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Paying Contractors From Rental Receipts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dealing With Ongoing Tenant Queries & Problems	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Carrying Out 6 Month Inspections & Preparing Report Including Photographs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
*Serving Appropriate Notices In Order To Gain Vacant Possession (Section 21)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Advice & Preparing Property For Re-Letting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

* Subject to additional charge

** Landlord to arrange any renewals required in respect of safety certificates