

# Full Management Service

## Rental compliance

£150 + VAT / month

Gas Safety Certificate	✓
Fixed Wiring Electrical Safety Certificate	✓
Portable Appliance Test	✓
Energy Performance Certificate (EPC)	✓
Smoke & Carbon Monoxide Report	✓
Inventory & Check In	✓
Two Inspections Per Year	✓
Local Council Licensing Consulting	Local Authority Fees May Apply

## Advertising

Arrange Professional Photography & Floorplan	✓
Create Marketing Materials & Property Details	✓
Advertising On OneDome, Residential People Zoopla, OnTheMarket, Primelocation & Fuchsia Homes Websites	✓
Advertising On Facebook, Twitter, Instagram & More Social Media Sites	✓
Accompanied Viewings	✓
Annual property appraisal	✓
Virtual Tours	✓

## Arranging A Tenancy

Find & Reference Your Tenant(s)	✓
Carry Out Right To Rent Checks	✓
Create The Tenancy Agreement	✓
Setting Up Deposit Placement Bond Policy For The Tenant(s)	✓
Deposit Registration (If Applicable) With Tenancy Deposit Scheme (TDS)	✓
Setting Up Payment of Rent Via Monthly Direct Debit	✓
Deducting Fees & Other Pre-Tenancy Invoices	✓
Rent & Legal Protection Insurance	✓
Transfer of Utilities	✓

## During A Tenancy

Holding keys	✓
Dedicated Property Manager	✓
Carry Out Repairs, Maintenance & Refurbishment	✓
Retaining A Float For Works	✓
24 Hours Emergency Line	✓
Collecting & Remitting The Monthly Rent	✓
Monthly Statements (Annual Statement Available On Request)	✓
Pursing Non-Payment of Rent	✓
Providing Advice On Rent Arrears Action	✓
Deed of Variations To Tenancy Agreement	✓
Service of Notices	✓
Renewals & Rent Negotiation	✓
Tenant Check Out	✓
Landlord App With Live Tenancy Statement and Financial	✓
In House Maintenance Team On Call 24/7	✓

