

OPTIONS (Included unless price specified) to be viewed in conjunction with 'SCALE OF LANDLORD FEES'	FULL MANAGEMENT	LETTING/RENT COLLECTION	TENANT FIND
Free Rental Appraisal	✓	✓	✓
Advice on legal requirements	✓	✓	✓
Local social media	✓	✓	✓
Listing on Zoopla	✓	✓	✓
Accompanied Viewings	✓	✓	✓
Referencing application	✓	✓	✓
Tenancy Setup; to include Tenancy Agreement, Guarantor Agreement, Standing Order Mandate, Initial Tenant Invoice, Prescribed Information, 1 x Amendment to Documents, 2 x References. (2 named tenants Included. £15 per additional tenant/guarantor)	✓	✓	✓
Identification check	✓	✓	✓
Pre-tenancy documentation including a right to rent check and supply government prescribed information	✓	✓	✓
Register deposit with TDS (£60 for Tenant Find only)	✓	✓	✓
Send service level Required documentation to landlord	✓	✓	✓
Inform utilities (Council tax, Water, Sewage, Gas, Electric)	✓	✓	✓
Deposit Collection	✓	✓	✓
Collect first months' rent	✓	✓	✓
Schedule of Condition & Inventory inc. Meter readings	✓	✓	
Monthly rent collection	✓	✓	
Monthly statements	✓	✓	
Annual statement of account	✓	✓	
Annual rent review	✓	✓	
Key holding service	✓	✓	
Deposit negotiation	✓	✓	
Updates on legislation (recommendations to stay compliant)	✓	✓	
End of Tenancy Check out Inspection & Report	✓		
3/6 monthly inspections	✓		
Deal with tenant issues, Serve notices	✓		
Renewals, Rent Review & Section 13 Notices	✓		
Arrange EPC, Gas Safety Certificate, Electrical Safety Certificate, Smoke and Carbon Monoxide Alarm testing	✓		
Arrange for quotes for work/repairs	✓		
Management of routine repairs and maintenance	✓		
24 Hour repair support	✓		
Dedicated personal Letting Agent	✓		
Payment of property related invoices on your behalf (excluding mortgage and/or loan repayments)	✓		
Property refurbishment advise to maximise rental yield	✓		
Liaison and processing of deposit dispute resolutions	✓		
HMRC return for Non-Residential Landlords	✓		
Access to list of approved maintenance and refurbishment contractors	✓		
Optional Rent & Legal Protection against non-payment of rent Provided by our partner at 1.99% of the rent pcm.	✓	✓	