



HANLEY
SALES | PROPERTY MANAGEMENT | LETTINGS

LETTINGS SERVICE

INITIAL SERVICE

	Tenant Find	Rent Collection	Full Property Management
Rental market appraisal	●	●	●
High quality professional photographs and floor plan*	●	●	●
Comprehensive marketing and extensive web coverage	●	●	●
Accompanied viewings	●	●	●
Regular feedback and updates on viewings process	●	●	●
Stringent referencing checks	●	●	●
Preparation of the tenancy agreements	●	●	●
Deposit protection in line with current legislation	●	●	●
Completion of standing order mandate	●	●	●
Statements of accounts	●	●	●
Prompt rent collection		●	●
Prompt chasing of unpaid required		●	●
Transfer of rent directly into your nominated bank account		●	●
A monthly statement		●	●
Legal/eviction notices served if required		●	●
Regular inspection visit to your property at least every 6 months			●
Organisation/ management of all minor and emergency maintenance/repair issues			●
Settling of tradesmen's accounts on your behalf			●
Transfer of occupancy details to all utility companies			●
Deduction of non-resident landlord tax if required			●
Mail forwarding			●
Arrange EPC	●	●	●

RENEWAL SERVICE

Reassessment of rent level to market	●	●	●
Negotiation of renewal	●	●	●
Renewal administration	●	●	●
Continuation of rent collection and arrears management	●	●	●
Continuation of deposit holding service		●	●
Ongoing full property management			●

*Floor plan included within sole agency fee only