

OUR LETTINGS SERVICES: COMPARISON CHART

SERVICE PROVIDED:	FULL MANAGEMENT	RENT COLLECTION	TENANT FIND
Provide free valuation and advise on how to maximize income	✔	✔	✔
Arrange Energy Performance Certificate	✔	✔	✔
Prepare full colour property details with floorplans, internal and external images	✔	✔	✔
Upload your property to our website and major property websites including Rightmove/OnTheMarket	✔	✔	✔
Full colour local newspaper advertising	✔	✔	✔
Telephone and email qualified tenants	✔	✔	✔
Accompanied viewings	✔	✔	✔
Full tenant referencing including detailed credit, employment and previous landlord reference checks	✔	✔	✔
Advise on issues of compliance	✔	✔	✔
Preparation of the Tenancy Agreement	✔	✔	✔
Arrange for Inventory and end of tenancy check out	✔	✔	✔
Collect 6 weeks security deposit and if held by us will register with a Government approved Deposit Protection Scheme and continue to protect the deposit according to legislation	✔	✔	✔
Collect first month (cleared funds) rent in advance	✔	✔	✔
Provide tenant with Banker's Standing Order for rental payments	✔	✔	✔
Educating, advising and implementing new legislative changes	✔	✔	
Arrange annual gas safety check	✔	✔	
Collect rent on a monthly basis, held in a protected Client Account	✔	✔	
Chase late rents using our dedicated arrears and collection team implementing a strict process including early alerts to the landlord	✔	✔	
Payments by BACS once cleared funds are received from tenant avoiding delays	✔	✔	
Provide detailed HMRC compliant monthly statements	✔	✔	
Negotiate renewal at end of fixed term	✔	✔	
Advise on annual rent increases	✔	✔	
Manage all issues of repair, maintenance and remedial work	✔		
Arrange and manage all emergency work	✔		
Regular property visits reporting back to the landlord including detailed photo reports	✔		
Arrange an end of tenancy inspection and negotiate any dilapidation issues which arise	✔		
Represent landlords where dispute is raised with the Government backed deposit protection scheme	✔		
Serve notice to regain property, liaise with legal teams and where necessary provide court representation	✔		
Provide tenants with basic household / housekeeping advice and education	✔		