

WHAT THE SERVICE OFFERS	FULLY MANAGED 18% inc VAT eg. monthly rent £700 Fee £126.00 Inc. VAT	NON-MANAGED 12% inc VAT eg. monthly rent £700 Fee £84.00 Inc. VAT	INTRO First month & a half's rent inc Vat eg. monthly rent £700 Fee £1050 Inc VAT
Advertise the property on all major portals	✓	✓	✓
Erect an advertising board	✓	✓	✓
Arrange an EPC. (Legal requirement every 10 years)	✓	✓	✓
Credit and reference check each Tenant	✓	✓	✓
Draw up Assured Short hold Tenancy Agreements	✓	✓	✓
Draw up an Inventory including photos in line with The Dispute Service	✓	✓	
Arrange all relevant paperwork in line with The Dispute Service	✓	✓	
Arrange for a Gas Safety Record (Legal requirement every 12 months)	✓	✓	
Arrange a move in, ensuring the full rent and deposit are paid in cleared funds	✓	✓	✓
Carry out property inspections every 10-12 weeks, and report via e-mail	✓		
Take calls from the tenant throughout the tenancy	✓		
We will deal with any maintenance issues	✓		
We will endeavour to collect the rent each month. Statements via e-mail	✓	✓	
We will chase late rents	✓	✓	
We will deal with any required legal notices or memorandums of agreements	✓	✓	
At the end of the tenancy, we will carry out a final inspection. You or your representative will be invited to attend. We will check the condition of the property to the original inventory and photos. Any noted dilapidations will be negotiated by us between you and the tenant. If we are unable to come to a mutual agreement, the matter will be referred to The Dispute Service	✓	✓	
We will endeavour to ensure all relevant documents will be signed	✓	✓	