

### ***Full Management Service includes:***

The service is ideal for Landlords who wish to have very little involvement in the day to day running of their rental property the hassle free way to let you house, the service includes the following:

- We will Pro-actively market your property
- Arrange viewings of property
- Provide you with Client feedback from viewings with prospective Tenants
- Complete stringent reference and financial checks based on three years history of any applicant and if necessary obtain a Guarantor
- Ensure each applicant has a Tenants Passport provided by the Local Council (see enclosed leaflet for further details)
- Complete all of the required Safety checks on your behalf unless otherwise instructed or found not to be necessary the following will be undertaken: Gas Safety Check, Portable Electrical Appliance Test and Electrical Wiring Check
- Complete the Inventory of the schedule for the contents and condition of the property with accompanying dated digital photographs
- Inform the relevant utility services and the Local Authority of the change in occupancy
- Create the legal Tenancy Agreement provided by ARLA (Association of Residential Letting Agents).
- Collection of rent throughout the tenancy paid to you by BACS
- Register the deposit paid by the tenant with TDS (Tenancy Deposit Scheme) ensuring your compliance with the Housing Act 2004
- Complete Regular inspections of the property and provide you with a report regarding the condition the property
- Notify the Landlord of non-payment of rent while actively requesting payment from the tenant
- Complete annual increases in rent
- Serve relevant legal notices as and when required/requested
- Advise you when a property will become vacant and seek your instruction to remarket the property

- **Check the inventory of the schedule of contents and condition of the property upon tenants vacation attempt to agree issues beyond fair wear and tear and arrange any necessary works required**
- **Deregister the deposit with the TDS (Tenancy Deposit Scheme) or file the necessary documentation should agreement not be reached with the tenant regarding the return of the deposit**
- **Provide insurance cover for loss of rent and legal expenses, buildings and contents insurance**
- **Organise repairs and provide quotations from approved contractors**
- **Advice on the presentation of your property**