

Introduction: 3 weeks of rent (Inc VAT)

- Advertisement of property on our website and property portals
- Accompanied viewings
- Viewing feedback
- Negotiation of tenancy terms
- Compile and check references
- Obtain proof of employment or funds
- Relevant credit checks carried out
- Prepare the tenancy agreements and progress to the onset of the new tenancy
- Collect and forward initial months' rent and deposit received
- Provide tenant with method of payment

Rent collection: 9% of rent (Inc VAT)

Includes the same as our Introduction services in addition to:

- Collect and forward monthly rent
- Supply monthly statements
- Pursue non-payment of rent and provide advice on rent arrears actions
- Send renewal or termination notices at the end of the tenancy
- Renew annual safety certifications for gas installation
- Update on legislation changes
- Review rent in accordance with current market condition
- Send renewal or termination notices to tenants

Fully managed: 12% of rent (Inc VAT)

Includes the same as our other two services in addition to:

- Handle problems or questions from tenants 24 hours a day, 7 days a week
- Arrange any maintenance or repairs necessary, using professional and trusted local contractors
- Carry out regular property inspections
- Handle any insurance claims
- Hold keys throughout the tenancy term
- Complete a thorough check-out inspection as an independent view on any damages or dilapidations
- Arrange any cleaning or maintenance at the end of the tenancy

In addition to each of these services there is an Administration Fee of £60 (inc VAT) per tenancy

which is required for the preparation of tenancy agreement, issuing of any further legally required documentation, check-in and any subsequent renewals.