

	Management Service	Rent Collection
Extensively advertise your property	YES	YES
Carry out viewings 6 days per week, out of hours if necessary	YES	YES
Gain thorough references including credit history, previous landlord and employment status' as well as right to rent	YES	YES
Negotiate terms and draw up a bespoke contract	YES	YES
Arrange any required pre-tenancy work for the Property	YES	
Organise contractors to carry out the GSC, EPC pre-tenancy and Electrical Certificates	YES	
Take care of your legal responsibility to check smoke alarms and carbon monoxide alarms pre-tenancy	YES	
Arrange a professional inventory and check-in	YES	YES
Protect tenant deposit with an approved scheme	YES	YES
Serve tenants with prescribed information, deposit certificate and Right to Rent guide for tenants	YES	YES
Ensure standing order is correctly set up by the tenants	YES	YES
Transfer utilities at the start of the tenancy	YES	
Annual gas safety certificate	YES	
Issue a monthly rental statement	YES	YES
Hold a copy of your keys throughout the tenancy	YES	
Monitor local property licensing schemes	YES	YES
Ensure you comply with changing legislation	YES	
Comprehensive twice-yearly property visits	YES	
Provide a 24-hour emergency service for you and your tenants	YES	
Company employed maintenance engineers available to visit your property at short notice	YES	
Instruct and pay contractors on your behalf	YES	
Provide help in recovering rent arrears (in rare event it happens)	YES	
Access to competitively negotiated contractor pricing	YES	
Arrange repairs, maintenance and refurbishments	YES	
Manage your property through any vacant periods	YES	
Agree terms of tenancy renewals	YES	YES
At your request provide annual statement of account	YES	YES
Professional check-out	YES	YES
Review check-out report, advise on deductions from deposit, agree with tenants and proceed with the deposit return	YES	YES

