

Below is a brief list but not an exhaustive list of services we will provide under our full management service.

- Tenancy Agreement
- Deposit protection
- Organise Inventory
- Regular Inspections
- Tenancy Renewals
- Managing and arranging repairs
- Organising contractors
- Monthly rent collection
- Monthly statements
- Organise a Gas Safety Certificate and Electrical Certificates
- Organising Energy Performance Certificates
- Advise on any legal proceedings
- Check-outs

## Maintenance

We have a panel of approved contractors for all necessary repairs. This however is optional and landlords can elect to use their own contractors if preferred.

## Inventory

For impartiality reasons our company has chosen to outsource all inventories to a specialist inventory company.

## Referencing

For all applicants we will obtain a previous landlord reference, employers reference and credit checks. For applicants that have not rented before or are not working we will discuss with landlord's the potential applicants before proceeding.

## Marketing

Over the past decade or more we have used multiple property portals. Our experience has found that Rightmove is still the number one place for advertising. All our available properties are therefore advertised on Rightmove, listed on our website and in our shop window.

## Inspections

We will arrange as part of our management services for quarterly inspections.

## Accompanied Viewings

All viewings are by appointment only and will be accompanied by one of our employees.

## Check Out

At the end of the tenancy the keys will be returned to our agency. An independent inventory firm will then be appointed to carry out the final check out.