

Full Management Service

Thank you for your interest in our property management service. Our full management service includes;

- Strong marketing of your property
- Viewings
- Full move-in procedure including photographic inventory, meter readings and utility provider contact
- Thorough tenant checks and referencing by UK Tenant Data
- Collection of the initial tenant payment of one month's rent and deposit with associated statement to Landlord
- Registering the deposit with the Deposit Protection Service
- Production of the tenancy agreement and other move-in documentation
- Collection of monthly rental payments and statements detailing any expenses
- Chasing of arrears
- Tenancy renewals/extensions
- Three monthly property inspections
- Full check out procedure including property inspection
- Organisation of any maintenance issues, gas safety checks and EPC renewals.
- Dealing with any deposit returns/disputes. We are the first point of contact for your tenants and therefore deal with a large variety of tenant concerns and queries on your behalf, making your life as easy as we can.

The fees for our full management package are a finders fee when we find a tenant for you, of **£474.00 including VAT**, and then an additional **12%** of each monthly rental payment Plus VAT

Additional costs if you need assistance.

• EICR -Electrical Safety Certificate	£175.00
• EPC -Energy Performance Certificate	£100.00
• LANDLORD GAS CHECK	£90.00
• SECTION 21/8 Accelerated Possession	£100.00
• SECTION 13 Rent Increase	£60.00
• RENEWAL of tenancy agreement	£60.00

All prices are plus VAT.

