

Residential Property Management Service

Our experienced team are pleased to offer two levels of service dependent on your requirements. Take advantage of our tenant find only service, or enjoy peace of mind with the fully managed service which includes a rent guarantee for the first six months and access to our online portal which allows Landlords access to up-to-date information regarding their property.

Fully Managed Service

- ✓ Access to Landlord online portal. View your statements, tenancies, rent due, property certificates, inspection reports and much more. See leaflet attached.
- ✓ Take marketing photographs of every room.
- ✓ Put up 'To Let' boards. Advertise property on Rightmove and Cloud website.
- ✓ Prepare and completion of property inventory
- ✓ Process application and carry out reference checks
- ✓ Draw up and complete tenancy contracts. Guarantor agreement if required
- ✓ Register deposit with Tenancy Deposit Scheme
- ✓ Inform utility suppliers of change in tenants
- ✓ Collect rent and remittance
- ✓ Periodic property inspections
- ✓ Report repairs and maintenance issues
- ✓ Obtain quotes from contractors and arrange for work to be carried out
- ✓ 24/7 Emergency Maintenance number
- ✓ Check out and inspection. Arrange deposit returns and negotiate deductions if required.
- ✓ Free 6 month rent guarantee policy

| <u>Fee Description</u> | <u>Charge Inclusive of VAT</u> | <u>Charge Exclusive of VAT</u> |
|------------------------|--------------------------------|--------------------------------|
| Tenancy Set Up Fee | £234.00 | £195.00 + VAT |
| Monthly Management Fee | 12% of rental income | 10% + VAT |
| Contract Renewal Fee | £54.00 | £45 + VAT |

Tenant Find Service

- ✓ Take marketing photographs of every room.
- ✓ Put up 'To Let' boards. Advertise property on Rightmove and Cloud website.
- ✓ Prepare and completion of property inventory
- ✓ Process application and carry out reference checks
- ✓ Draw up and complete tenancy contracts. Guarantor agreement if required

| <u>Fee Description</u> | <u>Charge Inclusive of VAT</u> | <u>Charge Exclusive of VAT</u> |
|-------------------------------|--------------------------------|--------------------------------|
| Tenant Find Fee | £300.00 | £250.00 + VAT |
| End of Tenancy Inspection Fee | £150.00 | £125.00 + VAT |
| Deposit Registration Fee | £18.00 | £15.00 + VAT |



Letting your properties, made easy with ePropertyFile

ePropertyFile is packed with features, and works on every device. Currently, ePropertyFile offers the following:

Online Statements

Check when rent is paid or when any maintenance charges have occurred, 24/7. Online statements are in addition to paper statements and can be customized to any date range.

Certificate Notifications

Helps ensure Gas Safety and Energy Performance Certificates are up to date. ePropertyFile will show you what certificates are coming up for renewal.

Tenant Details

View past, present and upcoming tenancies easily online. Check start and end dates as well as break dates and deposit registration details. ePropertyFile will show you a complete history of all tenancies for each property.

Deposit Registration

Landlords can keep track of all their deposits. Certain deposits must be registered with a government authorised tenancy deposit protection scheme. ePropertyFile will give landlords full deposit information for them to track their money.

Download Accounts

No longer do you need to wait to receive paper statements. Every month, ePropertyFile will make a downloadable PDF available for them to print, email or store for their own records.

Direct Contact

You will be allocated a specific point of contact to handle each of their rental properties. What's more, if your contact is unavailable ePropertyFile will provide the details of the office managing your property.

Grows With Your Rental Portfolio

Easily manage all your rental properties in one place. ePropertyFile supports property portfolios so you can keep track of all your rental investments.

