

Student Property Management Service

Our experienced team can offer a comprehensive package to landlords who have quality, well maintained properties to let. With a good understanding of the lettings market, we have the knowledge and resources to effectively market and manage student properties.

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
- ✓ Advertise property on Rightmove, Cloud website and StudentPad
- ✓ Register Property with Lincoln University and Bishop Grosseteste University Accreditation Scheme
- ✓ Put up 'To Let' boards
- ✓ Prepare and completion of property inventory
- ✓ Draw up and complete tenancy and guarantor contract
- ✓ Register deposit with Tenancy Deposit Scheme
- ✓ Provide Council Tax exemption details to Lincoln City Council
- ✓ Collect rent and remittance
- ✓ Periodic property inspections
- ✓ Chase rent arrears
- ✓ 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
- ✓ Coordinate and ensure upon instruction all safety certificates are carried out and renewed to comply with current legislation and University standards. Certificates required;
 - Landlord Gas Safety Certificate
 - Fire Risk Assessment
 - Legionnaires Risk Assessment
 - Where required certificates of inspection of smoke alarms and emergency lighting
 - Electrical Installation Certificate
 - Letter of Satisfaction from Lincolnshire Fire & Rescue
 - Energy Performance Certificate

Fee Description	Charge Inclusive of VAT	Charge Exclusive of VAT
Tenancy Set Up Fee	£234.00	£195.00 + VAT
Monthly Management Fee	12% of rental income	10% + VAT
Contract Renewal Fee (if we negotiate for your tenants to renew for another academic year.)	£138.00	£115 + 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.

