

## 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	£330.00	£275.00 + VAT
Monthly Management Fee	12% of rental income	10% + VAT
Contract Renewal Fee <small>(if we negotiate for your tenants to renew for another academic year.)</small>	£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.

