

Professional House Share Property Management Service

We specialise in property management of Professional Shared accommodation and our experienced team can offer a comprehensive package to landlords who have quality, well maintained shared properties to let. With a good understanding of the professional shared lettings market, we have the knowledge and resources to effectively market and manage your 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
- ✓ Advertise property on Spareroom, Rightmove, and Cloud website
- ✓ Advise on requirements for property to conform to HMO licensing legislation
- ✓ Put up 'To Let' board
- ✓ Prepare and completion of property and room inventories
- ✓ Draw up and complete tenancy and guarantor contracts
- ✓ Register and hold deposits with Tenancy Deposit Scheme
- ✓ Collect rent and remittance
- ✓ Regular 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 inspections. 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
 - Electrical Installation Certificate
 - Energy Performance Certificate
 - Where required certificates of inspection of smoke alarms and emergency lighting

<u>Fee Description</u>	<u>Charge Inclusive of VAT</u>	<u>Charge Exclusive of VAT</u>
Annual Professional House Share Tenancy Set Up Fee with up to <i>Four bedrooms</i>	£330.00	£275.00 + VAT
For five plus bedrooms the Annual Professional House Share Tenancy Set Up Fee increases by £60.00 inc VAT per additional bedroom. Capped at £570 inc VAT.	£390 - £570	£325.00- £475.00
Studio Tenancy Set Up Fee	£90.00	£75 + VAT
Monthly Management Fee	12% of rental income	10% + 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.

