



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.
- 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
- Obtain Right to Rent ID
- Draw up and complete tenancy contracts. Guarantor agreement if required
- Issue statutory documentation to tenants
- 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.
- Coordinate and ensure upon instruction all safety certificates are carried out and renewed to comply with current legislation. Certificates required;
 - Landlord Gas Safety Certificate
 - Electrical Installation Certificate
 - Legionnaires Risk Assessment
 - 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	£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

Fee Description	Charge Inclusive of VAT	Charge Exclusive of VAT
Tenant Find Fee	£474.00	£395.00 + VAT
End of Tenancy Inspection Fee	£150.00	£125.00 + VAT
Deposit Registration Fee	£18.00	£15.00 + VAT