



Residential Property Management Service

Our experienced team are pleased to offer a fully managed service which includes 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. (where planning permits)
- 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.

Fee Description	Charge Inclusive of VAT	Charge Exclusive of VAT
Tenancy Set Up Fee	£330.00	£275.00 + VAT
Monthly Management Fee	12% of gross rent due	10% + VAT
Contract Renewal Fee	£54.00	£45 + VAT