



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.
- Take marketing photographs of every room.
- Advertise property on Rightmove and Cloud website.
- Prepare and completion of property inventory
- Issue statutory documentation to tenants
- Process application and carry out reference checks
- Draw up and complete tenancy and guarantor agreements
- Register deposit with Tenancy Deposit Scheme
- Obtain Right to Rent ID
- Provide Council Tax exemption details to Lincoln City Council
- 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 and University standards. Certificates required;
 - Landlord Gas Safety Certificate
 - Electrical Installation Certificate
 - Legionnaires Risk Assessment
 - Energy Performance Certificate
 - Fire Risk Assessment
 - Where required certificates of inspection of smoke alarms and emergency lighting

Fee Description	Charge Inclusive of VAT	Charge Exclusive of VAT
Tenancy Set Up Fee Per Property	£330.00	£275.00 + 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