

SERVICE DETAILS	FULLY MANAGED – 9% Plus VAT*Initial set up cost £300.00 Plus VAT*	TENANT FINDER ONLY - £350.00 Plus VAT*
Market Appraisal	✓	✓
Advertise the property on relevant portals	✓	✓
Qualify suitable applicants for accompanied viewings	✓	✓
Provide regular updates and feedback to Landlord	✓	✓
Ensure the property meets legal requirements	✓	✓
Arrange a thorough Photographic Inventory and schedule of condition	✓	✓
Issue and sign Assured Shorthold Tenancy Agreement (AST) and all other relevant documentation on Landlord's behalf	✓	✓
Property Check In and testing of Smoke Alarms	✓	✓
Advise Local Authority i.e Council Tax of tenant check in	✓	✓
Registration of the deposit with the DPS (Deposit Protection Service)	✓	✓ *At an additional cost
Collection and transfer of rent to Landlord	✓	
Conduct quarterly periodic inspections & tenancy renewals	✓	
Designated contact for your tenant and for all enquiries, maintenance issues and out of office hours emergencies	✓	
Issue of legal notices	✓	
Check out service including final property inspection, meter readings, handover of keys, dealing with Deposit related matters	✓	