



What Level of Service?

Services	Let Only	Rent Collection	Full Management
Comprehensive Marketing	✓	✓	✓
To Let Board	✓	✓	✓
Find Prospective Tenants	✓	✓	✓
Obtaining Tenant References	✓	✓	✓
Organise Gas Safety Certificate	✓	✓	✓
Identity Verification	✓	✓	✓
Organise Electrical NIC Certificate	✓	✓	✓
Organise Energy Performance Certificate	✓	✓	✓
Preparation of Tenancy Agreement	✓	✓	✓
Negotiate Tenancy Renewals	✓	✓	✓
Pre Tenancy Inventory & Inspections		✓	✓
Manage the Check-In Procedure		✓	✓
Collection of Rent		✓	✓
Monthly Accounting Statements		✓	✓
Chasing Rent Arrears		✓	✓
Payments of Ground Rents/Service Charges			✓
Key Holding Service			✓
Coordinating & Managing Contractors and Maintenance Works			✓
Inspections			✓
Manage Checkout Process			✓
Manage Return of Deposit & Claim Negotiation			✓
Prepare Legal Notices to Tenants			✓
Advise Landlord's on Eviction Process			✓
Day to Day Communication With Tenants			✓
Full Management of Property While Empty			✓