



Full Management

This is the most common form of arrangement where we look after the house, manage the payment of rent and keep you informed about the condition of the house.

As part of this service we arrange:

- ✓ Marketing your property and accompanied viewings, full references of your prospective tenant
- ✓ Schedule of Condition, or, Inventory including schedule of condition
- ✓ New Tenancy Agreement
- ✓ Utility notification of new tenant
- ✓ 24/7 emergency call out service to tenants
- ✓ Rental Guarantee and Landlord insurance information
- ✓ Rent Reviews
- ✓ Existing Tenant Renewal Agreement (If required)
- ✓ Issuing Possession Document (Section 21 Notice)
- ✓ Organisation of, or renewal of, gas safety check
- ✓ Organisation of electricity checks
- ✓ Organisation of EPCs
- ✓ First inspection visit three months after tenant moves in, hereafter every 3 months with written report and photographs to landlord
- ✓ Arrangement of subcontractors for maintenance or repair work (after agreement with you) and confirmation that the work has been completed prior to release of payment
- ✓ Deposit Protection Service registration
- ✓ Check Out Inspection