

Marketing

- Leading Digital Property Websites
- Professional hi resolution photography
- Energy Performance Certificate
- Professional written descriptions
- Accompanied viewings
- Provide feedback

Pre Tenancy

- Negotiate tenancy terms, arrange tenancy
- Compile and check references inc Right To Rent
- Obtain proof of employment or funds
- Carry out credit checks
- Prepare the tenancy agreements and progress to the onset of the new tenancy
- Collect and forward initial months' rent and deposit received
- Lodge deposit with DPS
- Provide tenant with method of payment
- Collect and forward monthly rent to landlord

Landlord Services

- Supply monthly statements via post or email.
- Pursue non-payment of rent and provide advice on rent arrears actions
- Send renewal or termination notices at the end of the tenancy
- Update on legislation changes
- Review rent in accordance with current prevailing market condition
- Keyholding service
- Arranging payment of outgoings
- 6 month or 12 month Property inspection
- Managing the check-out process
- Local authority licence application support

Utilities

- Notify utility companies of change of occupancy
- Renew annual safety certifications for gas installation

Maintenance

- Arranging quotes, repairs & maintenance
- Access to our own vetted contractors
- 24-hour emergency contractors

Additional Fees If Services Are Required

- Inventory check-in: 0-3 beds £200*
- 4+ beds £250*
- Gas Safety Certificate £150*
- Portable Appliance Test £150*
- Energy Performance Certificate £118.80*
- Deposit protection registration £50*
- Additional property inspections £120*
- Section 21 £120*
- HMRC Return for Non-resident Landlords £145*
- Income & Expenditure Report £145*
- Court appearance (charged per day or part thereof) £420*
- Licensing application service fee £299*
- Works over £1000 12% (10% + VAT) of invoice total*

FOUNDATIONS



PROPERTY MANAGEMENT

V:2 June 2019



FOUNDATIONS



SALES • LETTINGS • MANAGEMENT