

Letting Service Options

	Let Only	Rent Collection	Managed
Description of Services Included			
Free Market Rental Appraisal & Advice	Yes	Yes	Yes
Market & Advertise The Property, Inc. Property Photo's & To Let Board	Yes	Yes	Yes
Introduction Of Tenant(s)	Yes	Yes	Yes
Conduct Accompanied Viewings	Yes	Yes	Yes
Obtaining Reference & Credit Checks	Yes	Yes	Yes
Negotiate Tenancy Terms	Yes	Yes	Yes
Collecting First Month's Rent And Deposit	Yes	Yes	Yes
Inform Utilities of New Tenants	Yes	Yes	Yes
Coordinate Safety Certificate	Yes	Yes	Yes
Process Check Out Reports	Yes	Yes	Yes
Collecting Monthly Rent & Transfer by BACS	-	Yes	Yes
Itemise Monthly Statements by Email	-	Yes	Yes
Process Rent Warranty Claims	-	-	Yes
Coordinate Property Repairs & Maintenance	-	-	Yes
Make Expense Payments From Rents Received	-	-	Yes
Serving Housing Act 1988 Notices If Required	-	-	Yes
Negotiate Deposit Release With TDS	-	-	Yes
Access to Lettings Portal mypropertymanagers.co.uk	-	-	Yes
Online; Fee Payments, Move In/Rent Payments, Report Maintenance, Notice Control, Inventory Viewer, Landlord Guide , Tenants Guide	-	-	Yes
Monthly Industry Newsletters (Landlord and Tenant Version)	-	-	Yes

In addition to the services offered under our Lettings Service Options, The Agent will carry out services on the Landlord(s) instruction or as a matter of course if the situation is deemed by us to be an emergency, those detailed in the Terms of Business. In situations not deemed as an emergency, if after seven days' notice, the Agent has received no instruction to the contrary, the Agent will proceed as necessary. Although our aim is to take every care in managing the Property, the Agent cannot accept responsibility for non-payment of rent, damage or other defaults by the Tenants, or any associated legal costs incurred in their collection where the Agent has acted correctly in the terms of this agreement, or on the Landlord(s) instructions. A rent insurance policy is highly recommended for this eventuality.