



Our Service To You

We Will:

- Visit the property with you and give a free valuation and any advice on health and safety issues.
- Advertise your property via Zoopla, Our Website, Window Display, Facebook & Other Social Media
- Carry out accompanied viewings with prospective Tenants.
- Process Application Forms as received, including seeking references and carrying out credit checks.
- Organise pre-Tenancy legal assessments, tests or reports as required including:
 - Gas Safe Inspection
 - Electric Installation Test
 - Energy Performance Certificate (EPC)
 - Legionnaires Disease Risk Assessment
- Produce a Schedule of Conditions (Inventory) and supporting photographs pre Tenancy.
- Hold and register each deposit as Deposit Protection Scheme Rules.
- Create and sign Tenancy Agreements and Deed of Guarantee if applicable on behalf of Landlord.
- Ensure monthly collection of rent and pursue any arrears.
- Notify all utility services of readings and Tenant information at move in and move out stages.
- Carry out Property Inspection just prior to month four if required, in preparation for conversation of fixed term Tenancy to Periodic Tenancy at six months, or Section 21 (6a) Notice of Possession if required.
- Arrange Contractors to carry out repairs and maintenance as required.
- Generate yearly increase of rent if required by Landlord.
- Issue Notice of Possession on behalf of Landlord when instructed to do so.
- Perform full Check Out when Tenant vacates at end of the Tenancy and submitting full Report to Landlord for consideration.
- Negotiate justified repairs and collecting outstanding rent from deposit if necessary, before release of deposit to Tenant.
- Keep Landlord up to date with changes in Legislation which affect the rental industry, as and when we become aware of them and assist with the integration of same within your Tenancy.

Within reason, any Tenancy Agreement can be tailored to meet your specific needs and we will advise on each request, as and when made.

FIRST CLASS CUSTOMER CARE FOR TENANTS & LANDLORDS