

	Option 1 Tenant Find	Option 2 Full Management
rental valuation	Yes	Yes
property advice	Yes	Yes
marketing	Yes	Yes
viewings	Yes	Yes
tenant selection	Yes	Yes
credit checks & referencing	Yes	Yes
paperwork	Yes	Yes
money collection	Yes	Yes
tenant check-in	Yes	Yes
inventory	Yes	Yes
deposit protection	Yes	Yes
electronic documents	Yes	Yes
utility / service providers		Yes
rent collection		Yes
credit control		Yes
monthly statements		Yes
inspections		Yes
advising on repairs		Yes
point of contact		Yes
legal notices		Yes
check out		Yes
deposit return		Yes

- ✓ **rental valuation** – our experienced team will conduct a valuation prior to marketing your property
- ✓ **advice** – we can advise on décor and furnishing and simple suggestions that will assist in letting your property quickly
- ✓ **marketing** - visibility on our websites and Rightmove, social media and electronically via our shopfront display. High quality photographs and attention to detail is applied on the property description ensuring the best possible exposure. Video walkthrough tours are also utilised to add an alternative approach to our marketing strategy
- ✓ **viewings** - accompanied by our well-presented staff who will be personally informed about your property ensuring any queries can be answered there and then. We can also conduct block open-house viewings to create a sense of urgency where offers in excess of the recommended rental price can be achieved
- ✓ **tenant selection** – rather than accept the first person who makes an offer, we often have enough interest to provisionally vet interested applicants to verify their credentials and present the best applicants to you
- ✓ **credit checks & referencing** – instead of adopting the industry standard procedure of handing this over to a third party company who has little interest in the long-term outcome, we conduct all credit checks and referencing in-house. Our experienced administration team ensure that credit checks are passed, employment references and previous landlord references are obtained, bank statements, payslips and photographic ID are also required to ensure that the tenant is suitable (guarantor, larger deposit, rent upfront may also be requested)

- ✓ **paperwork** – we will prepare the paperwork using our ASTs which have been drafted by highly regarded legal firms to ensure your protection. We then obtain tenant and witness signatures
- ✓ **money collection** – we collect the first month's rent and deposit payment on your behalf
- ✓ **tenant check-in and inventory** – we conduct a full tenant check in appointment, providing them with all the necessary information and property inventory completed on your behalf (a thorough description of condition with date stamped photographic evidence)
- ✓ **deposit protection** – we protect the deposit through the government approved scheme "Deposit Protection Service"
- ✓ **electronic documents** – we can provide you with a copy of all documents electronically should you require
- ✓ **utility / service providers** – we contact the relevant utility / service providers to advise of the new occupant and their check-in reads
- ✓ **rent collection** – monthly collection of tenant rent which is then promptly sent to you less our monthly fee
- ✓ **credit control** – in the unlikely event that there is a missed rental payment, our dedicated credit control team will chase the balance for you
- ✓ **monthly statement** – we produce and provide you with invoices and monthly statements to make your accounting process that much easier
- ✓ **inspections** – we conduct quarterly property inspections which are documented for your records
- ✓ **advising on repairs** – our in-house maintenance department are on hand to advise if there are any repairs that need conducting and our latest property software enables us to record any reported maintenance issues ensuring that these are actioned quickly (actual works are quoted for separately)
- ✓ **point of contact** – we deal with the day-to-day queries / issues so that you don't have to
- ✓ **legal notices** – should you require a notice to be served we can prepare and issue (subject to individual circumstances and legal advice may be required for less standard matters)
- ✓ **check-out** – if your tenant gives notice we will manage the check-out process, including booking a pre check-out appointment to inspect the property and provide advice followed by another appointment on the day they leave. We complete the inventory and ascertain whether there are any deposit deductions
- ✓ **deposit return** - we organise the release of the deposit, including documenting any required deductions

