



**Quick Guide to Our Services**

	Letting Only	Full Management
Free market appraisal and advice on letting at the property	✓	✓
Relevant promotion of the property via the main property portals and media	✓	✓
Arrange and conduct viewings	✓	✓
Inform, negotiate and agree any offer between Landlord and Tenant	✓	✓
Carry out references and credit checks on prospective Tenants	✓	✓
Arrange a mutually convenient tenancy start date	✓	✓
Draw up a relevant Tenancy Agreement for signature	✓	✓
Arrange an Inventory and Schedule of Condition to be drawn up	✓	✓
Collect the first month's rent and deposit, ensure Tenants have signed lease	✓	✓
Pay deposit to the Deposit Protection Scheme	✓	✓
Meet Tenants at the property and endure a smooth move in	✓	✓
Advise relevant utility suppliers		✓
Demand and collect rents and remit in accordance with landlord instructions		✓
Extend, vary or renew a Tenancy Agreement if required		✓
Carry out six monthly "Management Inspections and report to the Landlord		✓
Receive notice of vacation from Tenant and advise Landlord		✓
Arrange property to be re-let – if required		✓
Check out the Tenant, i.e. Collect keys, read meters and advise utility suppliers		✓
Agree (if any) dilapidations and return deposit to outgoing Tenant		✓