

ASHFIELD SURVEYORS SERVICES TO LANDLORDS

FULLY MANAGED

With a full management service we seek to remove all the stress and responsibility which comes with the day-to-day running of a rental property.

1. Understand your objectives and prepare a marketing plan and particulars
2. Actively market and let the property*
3. Source tenants and undertake referencing*, including viewings
4. Preparation of tenancy agreements
5. Advice on works required to property to bring the property inline with current legislation and regulations
6. Upon instruction, source contractors to carry out repairs and refurbishments*
7. Instruct Energy Performance Certificates to be carried out and monitor expiration dates
8. Carry out pre and post tenancy schedules of inventory (check-in/check-out) including meter readings (subject to meters being reasonably accessible)
9. Handle deposit payments and ensure they are protected with the Deposit Protection Service
10. Handle rental payments, chase late payments and provide rental statements on a 6 monthly basis
11. Effective tenant communication and conflict resolution to strive to keep relations positive
12. Where instructed to do so, undertake reasonable endeavours to recover costs for losses, damages and rental arrears*

Charge: 10% of monthly rental per month subject to a minimum letting fee of £300. VAT may be chargeable

*Additional charges may be applicable. These will be confirmed in writing prior to the cost being incurred.