

### **FULLY MANAGED SERVICE**

**This service includes:**

- Rental valuation and inspection.
- Advice to landlords on furnishings, health and safety and maintenance recommendations.
- Preparation of property details with colour photographs, virtual tour, advertising and marketing your property on Homesearch Directs website, Rightmove, Zoopla and on the market.
- Registration to the landlord database.
- Arranging for interested parties to view the property and accompany all viewings where possible.
- Obtaining references for proposed tenants including possible guarantors.
- Completing the Right to Rent checks on all tenants.
- The preparation and completion of an Assured Periodic Tenancy Agreement.
- Prepare a detailed photographic inventory of contents. Including meter readings.
- Registration of tenant's deposit with the Deposit Protection Service.
- Transfer of utility accounts.
- Collection of rent and issuing a statement for your records on a monthly basis. Please note that whilst every effort is made by us to ensure prompt payments are made by the tenants we cannot be held responsible for late or non payment of rent.
- Inspection of the property every three months after the tenancy start date for the duration of the tenancy. Including a photographic report sent to you and the tenant.
- Arranging any repairs or renewals for the property and its contents with costs deducted from the rent received. Any repairs will be authorised by the landlord prior to any action being taken unless it is an emergency.
- Arranging the gas and electrical safety inspections when they become due (if you require). The contractor's fees being deducted from rent received.
- Issuing the tenants with the required compliance documents at tenancy start.
- Serve any required notice requiring possession to terminate the tenancy as and when required
- A final inspection of the property will be carried out after the end of the tenancy including a photographic check out inventory. After reporting to the landlord full or part deposits will be returned to the tenants with the landlord's agreement, and any dispute evidence submitted to the DPS. A deposit is held with the DPS for all managed properties.

**£595 including VAT. FULLY INCLUSIVE SET UP FEE! Payable on completion.**  
**Followed by a monthly management fee of 12% Including VAT**