

Service Check List

	Full Managed	Rent Collect	Let Only
Complimentary market evaluation of your property	√	√	√
Prepare particulars, photos for marketing	√	√	√
Accompany viewers	√	√	√
Secure holding deposits and initiate referencing procedure	√	√	√
Prepare legal documents for Tenancy	√	√	√
Collect initial rent and deposit bond and gain both Tenant and Landlord signatures	√	√	√
Coordinate legal requirements prior to let for EPC, Gas and Pat Test Compliance (electrical)	√	√	
Prepare Inventory with photo evidence – (fee applicable)	√	√	
Advise on registration and transfer of utilities , suppliers and Council Tax (via the Tenant Shop)	√	√	
Check-in Tenant and handover keys and sign inventory	√	√	
Register deposit monies with appropriate TDS and pay Landlord initial rent	√	√	
Make arrangements to collect rent and to account monthly to Landlord with full statements	√	√	
Ensure ongoing maintenance of property is dealt with promptly and efficiently with trusted trades persons	√		
24/7 emergency call line offered to existing Tenants	√		
Carry out six monthly interim inspections	√		
Check out and final inspection	√		
Serve appropriate Notices to Quit/renewals and rent reviews	√	√	√