

LANDLORD SERVICES



SCOPE OF SERVICE	LET ONLY	MANAGEMENT	NOTES
Marketing advice and strategy based on knowledge of the local property market	✓	✓	
Advertising on property portal websites	✓	✓	
Accompanied property viewings	✓	✓	
Thorough screening procedure for potential tenants, including referencing and carrying out a credit check	✓	✓	
Prepare the Tenancy Agreement and Inventory (schedule of condition)	✓	✓	Includes digital photographs
Undertake tenant check in	✓	✓	
Record meter readings on the day the tenant(s) move(s) in	✓	✓	The landlord is responsible for providing a copy of the current Gas Safety Record (if there is gas at the property) to the tenant(s) before their occupation
Provide signed copies of all tenancy documents to the landlord and tenant(s)	✓	✓	

Collect first month's rent and transfer funds to an account specified by the landlord	✓	✓	
Collect tenant's deposit	✓	✓	
Protection and management of the deposit using The Deposit Protection Service (DPS)	×	✓	Protect the deposit, prepare the necessary forms and, at the end of the tenancy, process the deposit once the amount has been agreed between the landlord and tenant(s). Processing of disputes through The DPS and submitting Statutory Declarations not included
Collect monthly rent and transfer funds to an account specified by the landlord	×	✓	
Undertake check out: inspect property at the end of the tenancy, collect keys and record utility meter readings	×	✓	
Act as the tenant(s) first point of contact during their tenancy. This includes dealing with maintenance issues and arranging repairs	×	✓	The landlord will not be contacted for minor, necessary repairs / maintenance issues that amount to less than £150. The landlord is responsible for payment of repairs / maintenance