



FULL MANAGEMENT OPTION

Our **Full Management Service** provides complete peace of mind by dealing with every aspect of the letting and management of your property. It is specifically designed for Landlords who live too far away to be able to manage it effectively themselves, but is equally attractive to those Landlords who do not wish to involve themselves in the day-to-day hassles associated with property management.

We act on your behalf in negotiations with prospective tenants. We protect your interest by drawing up the appropriate legal documents. We keep you updated on the changes to legislation and regulations, which affect the letting of your property. We collect rents and make payments promptly to the bank of your choice. We can provide information on insurance cover to protect you against unforeseen circumstances and much, much more.

This fully inclusive package provides for all those items listed under our Let Only option, together with the following additional services:

Full Management Option

- ❖ Compile an Inventory and Schedule of Condition report for the property.
- ❖ Check the tenants into the property, take meter readings and inform the utility companies.
- ❖ Visit the property 3 months after the start of the tenancy and then each 3-6 months thereafter.
- ❖ Arrange any necessary repairs to the property up to a cost of £150. However, in an emergency, the Agent will take the action necessary to protect the property.
- ❖ Check the Inventory and condition of the property at the end of the tenancy and arrange any repairs, cleaning or gardening required.
- ❖ Report results of the check-out to the landlord and settle the Tenant's deposit.
- ❖ Re-let the property unless instructed to the contrary.
- ❖ Arrange for utility accounts to be transferred to the Landlord between tenancies.

LETTING FEE

A letting fee is made for each new tenancy agreement drawn up. This fee is 25% of the monthly rent subject to a minimum of £300.00 including VAT at standard rate, and includes for advertising your property, interviewing prospective tenants, accompanied viewings of your property, preparing the Inventory and Schedule of Condition, drawing up legal documents and serving them on the Tenant, collecting the first month's rent and the Security Bond.

COMMISSION

The monthly management commission is 10% + VAT at the standard rate, of the rent received, and is deducted from each month's rent payment. This covers for all visits we make to the property on your behalf; handling day to day issues with your tenants; arranging for maintenance and repairs as required; checking tenants out at the end of a tenancy and resolving the Bond.