

Our services include	Lettings only	Letting & rent collection	Letting, rent collection & management
Advice on pre-letting prospects and market rent	●	●	●
Advice on statutory duties	●	●	●
Arranging an EPC (Energy Performance Certificate)*	●	●	●
Producing property details	●	●	●
Marketing and advertising	●	●	●
Conducting viewings	●	●	●
Negotiating offers and terms	●	●	●
Applying for references and Right to Rent check	●	●	●
Preparation of documentation*	●	●	●
Membership of Tenancy Deposit Scheme*	●	●	●
Inventory preparation, check in and check out*			●
Arrangements for electric and gas safety records*			●
Cleaning arrangements*			●
Transferring the utilities			●
Dealing with ongoing receipt of rent		●	●
Payment of invoices			●
Submitting a statement of account to the landlord		●	●
Attending to day-to-day maintenance including minor repairs			●
Carrying out property visits			●
Preparing and serving notices*	●	●	●
Negotiating and arranging the deposit return			●

*Additional fee to pay