



# Our Range of Services

## For Our Landlords

	Bronze	Silver	Gold
Services Provided	£550 +vat	12% +vat	15% +vat
FREE Market Appraisal	✓	✓	✓
Arrange an Energy Performance Certificate	✓	✓	✓
Arrange a Gas Safety Certificate	✓	✓	✓
Arrange an Electrical Safety Report	✓	✓	✓
Arrange Oil Certificate Report	✓	✓	✓
Extensive advertising (Rightmove, Zoopla, Prime Location, Onthemarket, County Press, London Office, Trigg & Co)	✓	✓	✓
Accompanied Viewings	✓	✓	✓
Negotiations to Agree the Let	✓	✓	✓
Fully Reference Tenants	✓	✓	✓
Prepare Tenancy Agreement	✓	✓	✓
Sign Tenancy on behalf of Landlord	✓	✓	✓
Collect First Month's Rent	✓	✓	✓
Collect Deposit	✓	✓	✓
Arrange Tenancy Renewals		✓	✓
Annual Review of Rent		✓	✓
Arrange a comprehensive Inventory with Photos		✓	✓
Register Deposit in Tenants Deposit Scheme		✓	✓
Check In Tenant		✓	✓
Check Out Tenant		✓	✓
Send Landlord Monthly Statements		✓	✓
Advise Landlord of Non-resident Tax Liabilities		✓	✓
Serve Section 21 Notices		✓	✓
End of Tenancy Check Out Inspection		✓	✓
Supply Any Documents for Deposit Disputes		✓	✓
Resolve any Breach of Tenancy Agreement		✓	✓
Serve any Possession Orders		✓	✓
Hold Spare keys		✓	✓
Guarantee Rent Every Month (even if tenant fails to pay)*		✓	✓
Provide £50,000 Legal Cover		✓	✓
Landlord has 24/7 access to My Property File		✓	✓
Property Inspections every 4 months with Photos & Report			✓
Transfer Utilities, Council Tax, & Water			✓
Arrange Urgent & Non-Urgent Repairs & Maintenance			✓
24 Hour Help Line 365 Days a Year			✓
Dedicated Property Manager			✓

**Print Name:** .....

**Sign:** ..... **Date:** .....