

# Summary of Services



	Managed	Let & Collect	Let Only
Rental valuation	Yes	Yes	Yes
Obtaining consents to let	Yes	Yes	Yes
Preparing marketing materials	Yes	Yes	Yes
Marketing of property	Yes	Yes	Yes
Organising the EPC	Yes	Yes	Yes
Accompanied viewings	Yes	Yes	Yes
Taking up references and preparation of agreements	Yes	Yes	Yes
Carry out the right to rent checks	Yes	Yes	Yes
Rent collection	Yes	Yes	n/a
Checking in of tenants	Yes	Yes	Yes
Registering deposits *	Yes	Yes	n/a
Preparation of inventories *	Yes	Yes	Yes
Informing utility providers at start of tenancy	Yes	Yes	Yes
Regular inspections	Yes	n/a	n/a
Organising repairs	Yes	n/a	n/a
Arranging gas certificates	Yes	Yes	n/a
Issue monthly statements	Yes	Yes	n/a
Assistance with overseas tax forms	Yes	Yes	n/a
Serving notices *	Yes	Yes	n/a
Annual tax statements	Yes	n/a	n/a
Checking out of tenants *	Yes	Yes	n/a
Completion of eviction papers *	Yes	n/a	n/a
Assistance with the completion of overseas tax forms	Yes	n/a	n/a

*Services not included can be provided at an additional fee. Please contact us to discuss your requirements.*

*\* Subject to an additional services fee*