



What's Included	Full Management	Management without Maintenance	Let Only
Initial market appraisal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Advertising of property	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Arranging & accompanying all viewings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Interview prospective tenants and conduct full tenant referencing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Negotiate agreeable rent and tenancy term	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Prepare tenancy agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Provide Rent Guarantee for Six Months	<input checked="" type="checkbox"/>	-	-
Provide Landlord with information regarding insurance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Collect deposit from tenants, hold deposit as a 'Stakeholder' and Register this with the Tenancy Deposit Scheme	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Collect first month's rent	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Set Up Standing Order for Monthly Rent	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
Read meters and update utility companies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
Ensure tenants have adequate insurance cover	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
Arrange independent inventory and tenant check in	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	If required
Collect monthly rent and pay to landlord less any fees/expenses together with monthly statement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
Conduct property inspections periodically and provide landlord with relevant feedback	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
Co-ordination of any maintenance/repairs	<input checked="" type="checkbox"/>	-	-
Serving of notices if required	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
Check out of tenants and liaise with tenants regarding deposit deductions for any dilapidations, return deposit less deductions if necessary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-