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Advertise your property		
Provide a to-let board		
Provide advice on any refurbishment work		
Accompany all viewings		
Full tenant referencing service		
Draw up the contracts and organise the signing		
Collect the first months rent in advance and deposit		
Register the deposit with the deposit scheme		
Rent guarantee cover available (subject to terms and conditions)		
Check tenants into the property		
Check tenants out of the property		

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Arrange check in and check out inventory		
Monthly rent collection		
Chase late payments of rent		
Deduct commission and other works		
Manage any HMRC deduction and provide tenant with the NRL8 (if relevant)		
Co-ordination of any necessary repairs or maintenance works which may arise during the tenancy and instruct approved contractors		
Hold keys throughout the term of the tenancy		
Routine property inspections (amount of inspections to be agreed with the landlord)		
Arrangement of annual Gas Safety Certificate		
Arrange an EPC Certificate		

**Management Services
Fees**

Service	Fee
Letting Only	8%
Annual Management Fee	5%
Renewal Second Year	7%
Renewal Onwards	Decreasing by 1% per annum (Minimum 5%)