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| **Level of service** |  |  |
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| Marketing Only | * Send and have landlord sign terms of business obtaining the landlords registration number and an Energy Performance Certificate (EPC) for the property.
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|  | * Provide a rental Valuation.
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|  | * Provide legal and health and safety information in accordance with current legislation.
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|  | * Advertise the property of the appropriate websites using a truthful and honest description of the property with photos to reflect this
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|  | * Depending on the viewing arrangements in the terms of business the enquiries can be emailed to the landlord.
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| Let Only – in addition to above  | * Once a suitable tenant is sourced via enquiries.
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|  | * Tenant’s identification verified via photo ID and proof of address.
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|  | * Tenants would have to provide references, for example landlord reference if applicable, employment references for status and income.
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|  | * Prepare lease documents and arrange for documents to be signed.
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|  | * Collect advanced rental and deposit.
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|  | * Transfer utilities and council tax from landlord into tenant’s name, advising both to apply for any discounts applicable.
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|  | * Transfer payment due to landlord.
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| Full Management in addition to above | * Lodge deposit with appropriate custodial scheme.
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|  | * Receive ongoing rental payments.
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|  | * Conduct regular inspections.
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|  | * Comply with safety compliances, such as ensuring the property has mains wired interlinked smoke alarms, heat sensors, carbon monoxide alarm, arranging the annual gas safety inspection, Legionella Risk Assessment, the Portable Appliance Testing (PAT), Electrical Installation Conditioning Report (EICR).
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|  | * Arranging any repairs, maintenance or replacements to the property.
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|  | * Take appropriate action in the event of rent arrears or any other breach of the agreement.
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|  | * Arrange lease renewals, termination of lease agreement, advertising the property and re letting to new tenants.
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