

A summary of our lettings service packages	Platinum management package	Full management package	Letting and rent collection package	Introduction only
Ideally suited to	'Hands off' landlords who like to know that everything is covered and wish to avoid any additional costs	'Hands off' landlords but those who still wish to organise their own rental protection	Those happy to handle management and rental protection by themselves but not monies	Those looking mainly for marketing and referencing services but have the experience/time to handle everything else
Initial visit to include rental valuation and advice on lettings and services	YES	YES	YES	YES
Our pro-active marketing service including various property websites, To Let boards and high street presence	YES	YES	YES	YES
Interviewing of tenants to assess suitability	YES	YES	YES	YES
Accompanying prospective tenants on viewings	YES	YES	YES	YES
Thorough referencing of tenants including credit checking and employers & previous landlords	YES	YES	YES	YES
Obtaining and referencing guarantor if required	YES	YES	YES	YES
Information for Property & Contents Insurance	YES	YES	YES	YES
Preparation of the Agreement for Tenancy	YES	YES	YES	YES
Preparation of inventory and condition report prior to let, including photographs and tenant's signature	YES	YES	YES	Additional cost
Obtaining and lodging of deposit via DPS	YES	YES	YES	YES
Collection of rent and payment to your account by bank transfer	YES	YES	YES	1 st month only
Provision of our Eviction Service	YES	OPTION	OPTION	N/A
Fully comprehensive Rental Protection & Legal Eviction Service	YES	OPTION	OPTION	NO (Have to do direct)
Weekly checking of rent and chasing with tenant	YES	YES	YES	NO
On line access to transactions/ statements	YES	YES	YES	1 st month only
Inspection of property every 4 months with full report (first visit after just 2 months)	YES	YES	NO	NO
Liaising between landlord, tenant and contractors regarding repairs/safety certificates	YES	YES	NO	NO
Arrangement of access for any contractors	YES	YES	NO	NO
Managing any queries or difficulties tenants might have	YES	YES	NO	NO
Carrying out thorough check-out at end of tenancy	YES	YES	YES	Additional cost
Updating of inventory at the end of each tenancy	YES	YES	YES	Additional cost
Negotiation of deposit return and provision of relevant information to DPS if it goes to adjudication	YES	YES	YES	Additional cost
Remarketing of the property during period of notice	YES	YES	YES	YES
Return of tenants deposit	YES	YES	YES	YES
Serving of any notices	NO	NO	NO	NO