

LANDLORD SERVICE

Full Property Management

The Agent shall:

1. Advertise and market the Property;
2. Arrange and conduct viewings with prospective Tenants;
3. Report to the Landlord concerning all offers received;
4. Negotiate appropriate Tenancy terms with the Tenant(s);
5. Arrange prospective Tenant referencing via a third-party referencing company; *
6. Conduct Right to Rent checks on the Tenant(s);
7. Check Landlords, Tenants and guarantors against the UK Sanctions list and report any matches to the Office of Financial Sanctions Implementation (OFSI);
8. If applicable, liaise with Guarantors and arrange appropriate Guarantor Agreements;
9. Draft and arrange signature of the Tenancy Agreement;
10. Serve the Tenancy compliance documentation including Energy Performance Certificate (EPC), Gas Safety Certificate and Electrical Installation Condition Report (EICR);
11. Collect the Deposit and where applicable, protect the Deposit with the Deposit Scheme Administrator and serve the Prescribed Information upon the Tenant(s) within 30 days of receipt of the Deposit;*
12. Prepare and Inventory and Schedule of Condition of the Property and provide a copy to the Tenant;*
13. Arrange for In-Service Inspection and Testing of Electrical Equipment (PAT) of all electrical items before the Tenants take possession of the Property;*
14. Check in Tenant taking possession of the Property;
15. Notify utility providers and the local authority of changes in occupancy at the commencement of the Tenancy;
16. Collect rent from the Tenant on a monthly basis, deduct Tenancy Commission and Fees in line with this Agreement and pay balance of rent to the Landlord by the 6th of the following month. Payment will be made by direct bank transfer;

17. Keep accounts and records relating to the Property and forward financial statements to the Landlord every two months;
18. Inform the Landlord if the Tenant is in arrears;
19. Chase the Tenant for payment of any arrears. Arrears pursuit is limited to reminders and correspondence;
20. At any time after the initial 10 months of the tenancy agreement, and not more than once in any 12-month period thereafter, conduct a review of the rent in consultation with the Landlord; *
21. Hold keys securely;
22. Act as the main point of contact for the Tenant;
23. Conduct periodic property inspections and report findings to the Landlord;
24. Co-ordinate repairs or maintenance including arranging for tradesmen to attend the property; obtaining estimates where necessary, agreeing works and settling accounts. Invoices up to a value of £250 plus vat will be paid from the rent without express authority of the Landlord;
25. For any works or expenditure exceeding this limit, the Agent will seek the Landlord's approval before proceeding, except in cases of emergency where urgent action is required to protect the property, comply with legal obligations or ensure Tenant safety. The Agent will account to the Landlord for all costs incurred and provide invoices or receipts upon request.
26. Respond promptly to emergency repairs and taking necessary action to safeguard the Property and occupants;
27. Carry out a property inspection and inventory check at the end of the Tenancy and liaise between the Landlord and Tenant regarding any proposed deductions for damage/ dilapidation. Once an agreement has been reached return the balance of the Deposit to the Tenant as per the TDS guidelines;
28. Handle Deposit disputes referred to TDS for arbitration;*
29. Arrange annual Gas Safety Inspection and boiler service by a gas safe engineer; cost will be paid from the rent without express authority of the Landlord; *
30. Arrange Legionnaire's risk assessment by a competent person (ACOP L8); associated cost will be paid from the rent without express authority of the Landlord; *
31. Arrange for an electrical inspection and a report on the condition of the Property (EICR) performed by a qualified person at least every 5 years; cost will be paid from the rent without express authority of the Landlord; *

32. Remit any cleared rent held (less Tenancy Commission and Fees) to the Landlord upon termination;

33. Independent Redress scheme is provided by The Property Ombudsman (TPO)
www.tpos.co.uk

34. Client Money Protection is provided by Propertymark.

* Any service with an asterisk attracts an additional charge (see Commission and Fee list)