Keystones Services Limited T/a
Keystones Residential
70 Grange Road East,
Wirral,
CH41 5FE
https://keystonesresidential.co.uk/

Property letting management services

Property type	Letting management fee	Tenant find fee
HMO	**10%** Basic management (services listed below 1- 10)	£150
	14% Services listed below 1- 10 plus a Full hands free service includes management and payment of utility bills, licenses, council tax, internet accounts	£150
	No Management Tenant find only service	£180
Single Let/family let	**8%**	£170
	No Management Tenant find only service	£200

1. Tenant Sourcing and Letting Services:

- Marketing the property (photography, listings, on Spareroom, Openrent and Agent website, Zoopla for single let/family let)
- Conducting viewings for prospective tenants
- Tenant referencing (employment verification, affordability check, right to rent check)
- Any extra ad boosting can be requested and charged
- Preparing and signing tenancy agreements
- Handling tenant deposits and registration with deposit schemes
- Preparing the inventory report (condition report)

2. Rent Collection and Financial Management:

- Collecting rent from tenants
- Handling late payments and stringent arrears pursuit
- Providing monthly and annual (on demand) financial statements
- Ensuring rent reviews and adjustments when necessary

3. Property Maintenance and Repairs:

- Arranging rannual property inspections
- Handling repairs and maintenance issues
- Managing emergency repairs
- Regular cleaning service £34 per month
- Gardening service where needed

4. Tenancy Management:

- Handling tenant inquiries and concerns
- Organizing regular property inspections to ensure compliance
- Managing tenancy renewals
- Coordinating tenant move-ins and move-outs
- Addressing tenant complaints or issues during tenancy

5. Legal and Regulatory Compliance:

- Ensuring compliance with health and safety regulations
- Managing gas and electrical safety certifications and other certificates such fire alarm, emergency light etc.
- Offering legal advice on tenancy disputes or eviction processes
- Ensuring energy performance certificates (EPC) are up to date
- Handling compliance with local laws (e.g., Right to Rent checks in the UK)

6. Deposit Management:

- Managing and protecting tenant deposits in approved schemes
- Conducting the final inspection and managing deposit disputes
- Handling deposit returns

7. Eviction Services :

- Serving notice to tenants (Section 21 or Section 8 notices)
- Extra Service charged seperately: Managing the legal process for tenant eviction : Obtaining competitive quotes for local solicitors eviction. Ensuring any documentation communication to the solicitors and continuous tenant pursuit of arreas during the enforcement procedure.

8. Marketing and Property Optimization:

- Advising on property improvements for better rental yield
- Marketing strategies for quick tenant placement
- Maximizing rental value through market research

9. Key Holding and Access Services:

- Holding keys securely for access to contractors or emergencies
- Arranging access for property inspections or viewings

10. Vacant Property Management:

- Regular inspections and security checks on vacant properties
- Managing utilities and maintenance during vacancy
- Preparing the property for re-letting

As the new owner, we would like to extend our professional property management services to you, should you choose to continue with us. We will provide a smooth handover between the two Landlords.

Keystones Residential offers comprehensive property management solutions to ensure that your investment is well-maintained and profitable. Our services include tenant management, maintenance coordination, rent collection, and regular property inspections, as well as certificates renewals or a fully hands free experience.

PRS Property Redress Scheme ClientMoney Protect