

Property letting management services

Property type	Letting management fee	Tenant find fee
HMO	10%	£100
Single Let	8%	£150

1. Tenant Sourcing and Letting Services:

- Marketing the property (photography, listings, on Spareroom, Openrent and Agent website, Zoopla & Rightmove for BTL)
- Conducting viewings for prospective tenants
- Tenant referencing (credit checks, employment verification, affordability check, right to rent check)
- Preparing 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 pursuing arrears
- Providing monthly and annual financial statements
- Ensuring rent reviews and adjustments when necessary

3. Property Maintenance and Repairs:

- Arranging regular property inspections
- Handling repairs and maintenance issues
- Managing emergency repairs

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, PAT 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)
- Managing the legal process for tenant eviction (extra service)

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
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