



 <b>Services</b>	Let Only	Gold Management	Diamond Management
Advice on preparation of property for rent including compliance and safety requirements	✓	✓	✓
Rental Valuation	✓	✓	✓
Comprehensive marketing of the property including advertising, signage, printed particulars, website, local area marketing, 'Rightmove' and 'onthemarket'	✓	✓	✓
Accompanied property viewings	✓	✓	✓
Independent tenant credit checking and comprehensive referencing	✓	✓	✓
Organise energy performance certificate at landlords cost	✓	✓	✓
Organisation of legally required safety certificates at landlords cost	✓	✓	✓
Source prospective tenant and negotiate on your behalf	✓	✓	✓
Preparation of all legal documents including tenancy agreement and legal notices	✓	✓	✓
Collection and administration of security deposit into approved deposit scheme	✓	✓	✓
Transfer collected funds directly to your account minus our agreed fees.	✓	✓	✓
Tenant welcome pack	✓	✓	✓
Comprehensive Inventory and property condition report	£150 + VAT	£150 + VAT	✓
Meter reading service	-	✓	✓
Assist the transfer of all utilities and Council Tax	-	✓	✓
Collect the monthly rent and remit to you, minus agreed fees and deductions	-	✓	✓
Inspection of property on a quarterly basis	-	✓	✓
Arrange any repairs which are required and deal with all maintenance issues	-	✓	✓
Dedicated out of hours emergency contact	-	✓	✓
Key holding service	-	✓	✓
Negotiation of tenancy renewal and rent reviews	-	✓	✓
Manage Check-out process	-	✓	✓
Online access to your account 24	-	✓	✓
Rent Protection which will ensure that rent is paid even if the tenant fails to pay, with no excess	-	-	✓
Payment of all legal costs to regain possession of the property as a result of the tenants failure to pay up to £50,000	-	-	✓
Attendance at court hearing to help obtain possession order	-	-	✓
FEES: All Fees Are Subject To VAT	50% of the first months rent	£250 Setup plus 10% per month	£250 Setup plus 12% per month