

# Landlord Services

**With all of our service packages, you will receive:**

- A friendly and professional service
- Excellent communication and free professional advice
- Extensive property marketing to attract suitable tenants quickly



## Fully Managed

With the fully managed service, we'll manage all aspects of the tenancy from the day the property is advertised, until the end of the tenancy, and return of the tenancy deposit. We'll handle all compliance matters, to ensure you meet your legal duties, and your Health & Safety responsibilities. We'll handle all contact with the tenant(s) and all maintenance and repair issues. We'll also undertake regular property inspections, and report to you. We'll provide efficient collection and forwarding of rental payments and monthly statements.

## Let Only

Suited to the more experienced professional landlord, this will give you the confidence that the property will be let to a fully referenced tenant, on the appropriate legal tenancy agreement. With the let only service, the landlord would become solely responsible for any issues that arise following the commencement date of the tenancy.

## HMO Management

We also offer the Let Only, and Fully Managed service packages to HMO Landlords. In addition to the services offered in our Fully Managed package, we would also conduct weekly visits to the HMO to check on the cleaning, and communal areas, including waste collection areas, and any gardens. We'll undertake the legal Health & Safety checks including Fire Safety, and ensure any issues are brought to your attention, and dealt with swiftly.

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		Let Only	Full Management
<b>Pre Tenancy</b>	Free valuation	X	X
	Free advice on the presentation and preparation of your property	X	X
	Energy Performance Certificate*	X	X
	Professional marketing including portals including a professional "To Let Board" where appropriate	X	X
	Accompanied viewings and offer negotiation	X	X
	Tenant referencing and initial Right to Rent checks	X	X
	Tenancy agreement and relevant documentation	X	X
	Arranging annual gas safety certificate*	X	X
	Arranging an electrical safety certificate*	X	X
	Compliance with lettings and safety laws and regulations*	X	X
<b>Start of Tenancy</b>	Collection and registration of deposit	X	X
	Arranging professional Inventory and Schedule of Condition*	X	X
	Ensuring that service suppliers details are given to the tenant (i.e. Gas, Electricity, Water rates and telephone Services, where applicable)		X
	Advice on insurance i.e. Rent Guarantee, Contents, Landlords.		X
<b>During Tenancy</b>	Transfer of utility billing liability		X
	Rent collection and monthly statements		X
	Tenancy renewal and regular rent review	X*	X
	Regular property inspection visits and reports		X
	Ongoing maintenance and repairs*		X
	Re-checking the Right to Rent status, if required		X
	Rental income protection**		X
<b>End of Tenancy</b>	Arranging deposit return at the end of tenancy		X
	Arranging a check-out inspection*	X	X
	Transfer of utility billing liability		X
	Professional advice on maximising rental potential and preparing the property for re-let		X

Services may vary. For full details please see our Terms of Business

\* Fees and 3rd party charges may apply.

\*\* Claim limits and/or excesses may apply. See your individual policy for full Terms & Conditions.

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