

Letting and Property Management Services

all fees inc VAT

	Let Only	Rent Collect	Fully Managed
Marketing	75% 1st Rent	£525	£525
TDS Reg	£50	£50	£50
Management	-	9.50%	11.50%
Rent Review	£150	£150	£150
Additional Inspections	£75	£75	£75
Check Out	-	£150	£150

Marketing

- Initial visit to your property to fully understand your requirements and propose a marketing strategy.
- Advise on current expected rent level, legal aspects, and the lettings process.
- Erect a 'To Let' board outside the property, where permitted
- Take photos of the property, arrange an EPC (if required), and produce floorplans.
- Marketing online through multiple property portals, including Gatekeeper's own site.
- Brief the Gatekeeper team on the key features of your property and notify existing applicants your property is on the market.
- 24-hour online access via your landlord portal to your details, legal documents, and payment
- Marketing update to keep you informed on progress and market feedback



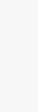
Pre tenancy

- Arrange accompanied viewings of your property by our local Sales Manager.
- Negotiate the terms of the tenancy agreement between yourself and the tenant.
- Conduct an applicant suitability interview
- Register and hold the tenant's deposit with a government-approved agency and administrate its release.
- Ensure compliance with 'Right to Rent' legislation.
- Produce a Plain English tenancy agreement with all the latest legislation.
- Complete a comprehensive referencing procedure, including a credit reference on tenant via dedicated Property Care Team.
- Disbursement of deposit funds, as required.
- Produce a photo inventory with the latest technology.
- Transfer the initial rent into your account electronically.



Post Tenancy

- Transfer utilities and council tax accounts at the beginning and end of the tenancy.
- Arrange the check-in of your tenant at the commencement of the tenancy.
- Transfer of ongoing rent into your bank account electronically.



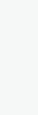
Debt Recovery

- Collect and chase rent payments.
- Transfer of ongoing rent into your bank account electronically.
- Chase rent arrear including organising CCJ and Baliffs



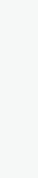
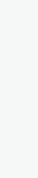
Day to Day

- Negotiate tenancy renewal and new rent level, if required.
- Provide expert advice throughout the tenancy period, as required.
- Carry out inspections of your property regularly



Maintenance

- Arrange Gas and electrical Certs and Works
- Provide a 24-hour emergency helpline for tenants to help protect your property.
- Prescreening and troubleshooting Maintenance Calls
- Recruit and review approved contractors.
- Record and arrange repairs for all reported maintenance.



Check out

- Serve the appropriate legal notices as required for regaining possession of the property.
- Automatically re-market your property two months before the end of the tenancy.
- Complete a check-out report at the end of the tenancy.
- Conduct deposit negotiations between yourself and the tenant.
- Carry out an annual property review meeting with a director, at your request.

