

CHARLES HARDING

VALUERS AND ESTATE AGENTS

PROPERTY MANAGEMENT

26 Commercial Road Swindon SN1 5NS Tel: 01793 430588

LEVEL OF MANAGEMENT

We offer three services and these are all subject to fees as detailed on page of the Guide to Landlords Information Terms and Conditions

1. - TENANT INTRODUCTION LETTING ONLY SERVICEz

- Market appraisal of property
- Marketing and advertising
- Accompanied viewings at property
- Introduction and selection of tenants
- Taking up of reference and credit checks
- Preparing and arranging signing of Tenancy Agreement*
- Preparation of Inventory and Schedule of Condition*
- Check-out inspection if Inventory was prepared
- Collection of initial rent and deposit
- Preparing and issuing of standing order mandate for future rental payments to Landlord
- Holding as stakeholder and registering of Deposit with Tenancy Deposit Scheme
- Arranging the return of deposit under government legislation of the Tenancy Deposit Scheme
- Managing the commencement of tenancy
- On request serving of relevant possession Notice and Rent Increases
- Sourcing of furniture and effects to facilitate furnishing of property
- Optional – Rental Protection and Legal Expenses indemnity insurance
- Arranging an Energy Performance Certificate
- Arranging the issue of a Gas Safety Certificate

2. - LETTING AND RENT COLLECTION SERVICE

This includes the above (1) plus:

- On going processing of rent during the tenancy
- Issuing of regular statements of account
- Dealing with initial arrears

3. - LETTING AND FULL MANAGEMENT SERVICE

This includes the above (1) and (2) plus:

- Notifying relevant utility companies and local authority at the beginning and end of tenancy
- Regular inspections of property during tenancy and subsequent reporting to landlord
- Dealing with day to day enquiries from Tenant
- Arranging routine repairs and maintenance of the property and its contents
- Arranging the renewal of Gas Safety Certificates

FEES

Our fee structure is very competitive please contact our office for further information

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W: www.charleshardinglettings.co.uk

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