

PRE TENANCY	LANDLORD MANAGED	KEY PROPERTIES MANAGED
Advice before you Market	✔	✔
Advertising Package Inc Board, Portals & Office	✔	✔
Accompanied Viewings and Open Houses ( where applicable)	✔	✔
Tenant Assessment	✔	✔
Initial Financial Sanctions and Legal Right to Rent Checks	✔	✔
Introductory 10 point Risk Assessment Prior to Move In	✔	✔
Advice before you Let/Buy	✔	✔
Delivering pre tenancy legal documents & certificates	✔	✔
Tenancy Agreement and/or Licence	✔	✔
Guarantor Agreement ( where applicable )	✔	✔
Collection, Remittance and Statements of 1st Months Rent	✔	✔
Collection & Registration of the Deposit	✔	✔
Photographic Inventory For Condition & Meter Reading	✘	✔
Key Release	✔	✔

DURING TENANCY	LANDLORD MANAGED	KEY PROPERTIES MANAGED
Collection, Remittance and Statements of Rent	✘	✔
Recorded Property Visits	✘	✔
Tenants first point of contact	✘	✔
Providing tenancy advice and guidance	✘	✔
On going Financial Sanctions & Right to Rent Checks	✘	✔
Updates on Certificate renewals	✘	✔
Escalate and liaise with rent arrears	✘	✔
Duplicate Statements	✘	✔
Tenancy advice on suitable legal notices	✘	✔

POST TENANCY	LANDLORD MANAGED	KEY PROPERTIES MANAGED
Checkout Report including meter reading	✘	✔
Processing Deposit Return	✘	✔

#### ADDITIONAL SERVICES

We offer a range of additional services from instructing mandatory certificates, including but not limited to, gas, electric and fire. Further services include Property find sessions, along with Further services including guidance reports around Health & Safety & Licencing

For Non Managed Landlords, all the services marked as an ✘ are available for additional cost. Please enquire and we will be happy to assist