

Full Management Services at Glance	Fully Managed - Basic 10%	Fully Managed - Standard 12%	Fully Managed - Premium 14%	Premier Complete Management (Includes everything) 17%
We extensively advertise your property	✓	✓	✓	✓
We will conduct viewings on your property to find you the best tenant and arrange the tenancy	✓	✓	✓	✓
We carry out viewings six days a week, and out of hours if requested	✓	✓	✓	✓
Access to corporate and relocation tenants through partnering companies who are willing to take properties all year round	✓	✓	✓	✓
We negotiate terms and draw up bespoke tenancies according to your specific requirements	✓	✓	✓	✓
We conduct thorough references on each tenant; landlord reference, credit check, employment verification, KYC (know your customer) checks to confirm identity & right to rent checks	✓	✓	✓	✓
We arrange for any pre-tenancy work to be carried out to the property	✓	✓	✓	✓
We hold all client monies securely in a designated and ring-fenced client account that is audited. The account is protected by CMP (client money protection)	✓	✓	✓	✓
We arrange for a professional inventory, check-in & check-out to be completed	✓	✓	✓	✓
We can offer tenants the no deposit option	✓	✓	✓	✓
We provide safe keeping of your keys throughout the tenancy	✓	✓	✓	✓
We ensure standing orders for tenants are properly setup	✓	✓	✓	✓
We issue monthly rental statements and collect the rent	✓	✓	✓	✓
We provide help in recovering rent arrears in the very unlikely event this occurs	✓	✓	✓	✓
We can provide an annual statement of account, if required	✓	✓	✓	✓
We agree the terms of renewal including any necessary rent increase	✓	✓	✓	✓
We can provide project management and carry out any refurbishment works	✓	✓	✓	✓

Keep you updated with changes in legislation	✓	✓	✓	✓
We will be the main point of contact for maintenance issues for tenants, with access to contractors 24/7 emergency service	✓	✓	✓	✓
Access to our verified maintenance engineers at short notice to carry out works	✓	✓	✓	✓
We visit the property during the tenancy and produce a mid-term inspection report	✓	✓	✓	✓
We act as intermediary with insurance companies or block managers where required	✓	✓	✓	✓
Where necessary we instruct and pay contractors on your behalf and collect from the rent	✓	✓	✓	✓
We arrange works and give access to the best value contractor prices	✓	✓	✓	✓
We ensure all contractors are certified and insured to carry out any works	✓	✓	✓	✓
We review check-out reports and advise on deductions from the deposit and agreeing any tenant payments	✓	✓	✓	✓
We will continue to manage your property through any void periods at no further cost while we find new tenants	✓	✓	✓	✓
Legal fees included in the fee		✓	✓	✓
Rent protection & legals included in our fee			✓	✓
A professional check-in/check-out & inventory is included in our fee				✓
An Energy Performance Certificate (EPC) is included in our fee				✓
An annual Gas Safety Certificate (GSC) is included in our fee				✓
An Electrical Installation Condition Report (EICR) included in our fee				✓
Installation of smoke & carbon alarms if required (included in the fee for Premier complete management ONLY)	✓	✓	✓	✓
All admin costs including deposit registration, references, and tenancy agreement are included in our fee				✓