



Comprehensive Marketing To Let Board To Let Board W Find Prospective Tenants Obtaining Tenants References Organise Gas Safety Certificate Lidentity Verification W Organise Electrical NTC Certificate Organise Electrical NTC Certificate Organise Energy Performance Certificate Organise Energy Performance Certificate Preparation of Tenancy Agreement W Pre-Tenancy Agreement W Pre-Tenancy Inventory & Inspections Wanage the Check-In Procedure Collection of Rent Monthly Accounting Statements Chasing Rent Amears Payments of Ground Rents/Service Charges Key Hölding Service Coordinate & Managing Contactors and Maintenance Works Inspections Manage Checkout Process Manage Returns of Deposit & Claim Negotiation Prepare Legal Notices to Tenants Advise Landlord on Eviction Process Day to Day Communication with Tenants Full Management of Proporty While Empty Full Management of Proporty While Empty V	Services	Let Only	Rent Collection	Full Management
Find Prospective Tenants Obtaining Tenants References Organise Gas Safety Certificate Identity Verification Organise Electrical NIC Certificate Organise Electrical NIC Certificate Organise Energy Performance Certificate Organise Electrical NIC Certificate Organise	Comprehensive Marketing	~	~	~
Obtaining Tenants References Organise Gas Safety Certificate Identity Verification Organise Electrical NIC Certificate Organise Electrical NIC Certificate Organise Energy Performance Certificate Preparation of Tenancy Agreement Preparation of Tenancy Agreement Preparation of Tenancy Renewals Pre-Tenancy Inventory & Inspections Wanage the Check-In Procedure Collection of Rent Wonthly Accounting Statements Organise Farery Payments of Ground Rents/Service Charges Key Holding Service Coordinate & Managing Contactors and Maintenance Works Inspections Manage Checkout Process Manage Returns of Deposit & Claim Negotiation Prepare Legal Notices to Tenants Advise Landlord on Eviction Process Jay to Day Communication with Tenants	To Let Board	~	~	~
Organise Gas Safety Certificate Y Y Organise Electrical NIC Certificate Y Y Organise Energy Performance Certificate Y Y Preparation of Tenancy Agreement Y Y Negotiate Tenancy Renewals Y Y Pre-Tenancy Inventory & Inspections Y Y Manage the Check-In Procedure Y Y Collection of Rent Y Y Monthly Accounting Statements Y Y Chasing Rent Arrears Y Y Payments of Ground Rents/Service Charges Y Y Key Holding Service Y Y Coordinate & Managing Contactors and Maintenance Works Y Y Manage Checkout Process Y Y Manage Returns of Deposit & Claim Negotiation Y Y Advise Landlord on Eviction Process Y Y Day to Day Communication with Tenants Y Y	Find Prospective Tenants	~	~	~
Identity Verification Corganise Electrical NIC Certificate Corganise Electrical NIC Certificate Corganise Energy Performance Certificate Preparation of Tenancy Agreement Preparation of Tenancy Agreement Corganise Energy Performance Certificate Preparation of Tenancy Agreement Corganise Energy Performance Certificate Preparation of Tenancy Agreement Corganise Energy Performance Certificate Corga	Obtaining Tenants References	~	~	~
Organise Electrical NIC Certificate Organise Energy Performance Certificate Preparation of Tenancy Agreement Negotiate Tenancy Renewals Pre-Tenancy Inventory & Inspections Manage the Check-In Procedure Collection of Rent Whonthly Accounting Statements Chasing Rent Arrears Payments of Ground Rents/Service Charges Key Holding Service Coordinate & Managing Contactors and Maintenance Works Inspections Manage Returns of Deposit & Claim Negotiation Prepare Legal Notices to Tenants Advise Landlord on Eviction Process Day to Day Communication with Tenants	Organise Gas Safety Certificate	~	~	~
Organise Energy Performance Certificate Preparation of Tenancy Agreement Negotiate Tenancy Renewals Pre-Tenancy Inventory & Inspections Manage the Check-In Procedure Collection of Rent Monthly Accounting Statements Chasing Rent Arrears Payments of Ground Rents/Service Charges Key Holding Service Coordinate & Managing Contactors and Maintenance Works Inspections Manage Returns of Deposit & Claim Negotiation Prepare Legal Notices to Tenants Advise Landlord on Eviction Process Day to Day Communication with Tenants	Identity Verification	~	~	✓
Preparation of Tenancy Agreement Negotiate Tenancy Renewals Pre-Tenancy Inventory & Inspections Manage the Check-In Procedure Collection of Rent Wonthly Accounting Statements Wonthly Accounting Statements Chasing Rent Arrears Payments of Ground Rents/Service Charges Key Holding Service Coordinate & Managing Contactors and Maintenance Works Inspections Manage Checkout Process Manage Returns of Deposit & Claim Negotiation Prepare Legal Notices to Tenants Advise Landlord on Eviction Process Day to Day Communication with Tenants	Organise Electrical NIC Certificate	~	~	~
Negotiate Tenancy Renewals Pre-Tenancy Inventory & Inspections Manage the Check-In Procedure Collection of Rent Monthly Accounting Statements Chasing Rent Arrears Payments of Ground Rents/Service Charges Key Holding Service Coordinate & Managing Contactors and Maintenance Works Inspections Manage Checkout Process Manage Returns of Deposit & Claim Negotiation Prepare Legal Notices to Tenants Advise Landlord on Eviction Process Day to Day Communication with Tenants	Organise Energy Performance Certificate	~	~	✓
Pre-Tenancy Inventory & Inspections Manage the Check-In Procedure Collection of Rent Monthly Accounting Statements Chasing Rent Arrears Payments of Ground Rents/Service Charges Key Holding Service Coordinate & Managing Contactors and Maintenance Works Inspections Manage Checkout Process Manage Returns of Deposit & Claim Negotiation Prepare Legal Notices to Tenants Advise Landlord on Eviction Process Day to Day Communication with Tenants	Preparation of Tenancy Agreement	~	~	~
Manage the Check-In Procedure Collection of Rent Monthly Accounting Statements Chasing Rent Arrears Chasing Rent Arrears Payments of Ground Rents/Service Charges Key Holding Service Coordinate & Managing Contactors and Maintenance Works Inspections Manage Checkout Process Manage Returns of Deposit & Claim Negotiation Prepare Legal Notices to Tenants Advise Landlord on Eviction Process Day to Day Communication with Tenants	Negotiate Tenancy Renewals	~	✓	~
Collection of Rent Monthly Accounting Statements Chasing Rent Arrears Payments of Ground Rents/Service Charges Key Holding Service Coordinate & Managing Contactors and Maintenance Works Inspections Manage Checkout Process Manage Returns of Deposit & Claim Negotiation Prepare Legal Notices to Tenants Advise Landlord on Eviction Process Day to Day Communication with Tenants	Pre-Tenancy Inventory & Inspections		~	~
Monthly Accounting Statements Chasing Rent Arrears Payments of Ground Rents/Service Charges Key Holding Service Coordinate & Managing Contactors and Maintenance Works Inspections Manage Checkout Process Manage Returns of Deposit & Claim Negotiation Prepare Legal Notices to Tenants Advise Landlord on Eviction Process Day to Day Communication with Tenants	Manage the Check-In Procedure		~	~
Chasing Rent Arrears Payments of Ground Rents/Service Charges Key Holding Service Coordinate & Managing Contactors and Maintenance Works Inspections Manage Checkout Process Manage Returns of Deposit & Claim Negotiation Prepare Legal Notices to Tenants Advise Landlord on Eviction Process Day to Day Communication with Tenants	Collection of Rent		~	~
Payments of Ground Rents/Service Charges Key Holding Service Coordinate & Managing Contactors and Maintenance Works Inspections Manage Checkout Process Manage Returns of Deposit & Claim Negotiation Prepare Legal Notices to Tenants Advise Landlord on Eviction Process Day to Day Communication with Tenants	Monthly Accounting Statements		~	~
Key Holding Service Coordinate & Managing Contactors and Maintenance Works Inspections Manage Checkout Process Manage Returns of Deposit & Claim Negotiation Prepare Legal Notices to Tenants Advise Landlord on Eviction Process Day to Day Communication with Tenants	Chasing Rent Arrears		~	~
Coordinate & Managing Contactors and Maintenance Works Inspections Manage Checkout Process Manage Returns of Deposit & Claim Negotiation Prepare Legal Notices to Tenants Advise Landlord on Eviction Process Day to Day Communication with Tenants	Payments of Ground Rents/Service Charges			✓
Inspections Manage Checkout Process Manage Returns of Deposit & Claim Negotiation Prepare Legal Notices to Tenants Advise Landlord on Eviction Process Day to Day Communication with Tenants	Key Holding Service			~
Manage Checkout Process Manage Returns of Deposit & Claim Negotiation Prepare Legal Notices to Tenants Advise Landlord on Eviction Process Day to Day Communication with Tenants	Coordinate & Managing Contactors and Maintenance Works			✓
Manage Returns of Deposit & Claim Negotiation ✓ Prepare Legal Notices to Tenants ✓ Advise Landlord on Eviction Process Day to Day Communication with Tenants ✓	Inspections			~
Prepare Legal Notices to Tenants Advise Landlord on Eviction Process Day to Day Communication with Tenants	Manage Checkout Process			✓
Advise Landlord on Eviction Process Day to Day Communication with Tenants	Manage Returns of Deposit & Claim Negotiation			~
Day to Day Communication with Tenants	Prepare Legal Notices to Tenants			✓
	Advise Landlord on Eviction Process			~
Full Management of Property While Empty	Day to Day Communication with Tenants			✓
	Full Management of Property While Empty			~