

wj. meade

LETTINGS & PROPERTY MANAGEMENT SERVICE LEVEL PACKAGES

FULL MANAGEMENT

RENT COLLECTION

LET ONLY

FREE MARKET APPRAISAL	✓	✓	✓
ADVERTISING AND MARKETING OF PROPERTY	✓	✓	✓
HOST APPLICANT VIEWINGS	✓	✓	✓
ARRANGE PROPERTY COMPLIANCE CERTIFICATES	✓	✓	✓
TENANT'S RIGHT TO RENT CHECKS	✓	✓	✓
CONDUCT THIRD PARTY TENANT REFERENCES	✓	✓	✓
COMPLETE CONTRACT AND LEGAL PAPERWORK	✓	✓	✓
COLLECTION OF DILAPIDATIONS DEPOSIT	✓	✓	✓
CHECK IN & SCHEDULE OF CONDITION COMPLETED	✓	✓	✓
RENT COLLECTION	✓	✓	
RENT ARREARS CHASING	✓	✓	
EMAIL MONTHLY STATEMENTS	✓	✓	
NEGOTIATE YEARLY RENT INCREASES	✓	✓	
KEY HOLDING SERVICE	✓		
COUNCIL INFORMED OF TENANT'S ARRIVAL & VACATION	✓		
TENANT SENT 'MANAGEMENT GUIDE' PAMPHLET	✓		
TENANT'S DEPOSIT LODGED WITH THE DPS	✓		
FIELD ALL MAINTENANCE REPORTS FROM TENANTS	✓		
CONDUCT 6 MONTHLY PROPERTY INSPECTIONS	✓		
ACCESS TO OUR PANEL OF REGISTERED CONTRACTORS	✓		
REPORT & ADVISE ON ALL MAINTENANCE QUERIES	✓		
MINOR REPAIRS COMPLETED AND INVOICED	✓		
ESTIMATES FOR MORE COMPLEX REPAIRS	✓		
PROPERTY COMPLIANCE CERTIFICATES KEPT UP TO DATE	✓		
LEGAL AND COMPLIANCE UPDATES	✓		
ADVICE ON DEPOSIT DEDUCTIONS	✓		
DEPOSIT DEDUCTION NEGOTIATIONS & CLAIM SUBMISSION	✓		
LEGAL NOTICES SERVED	✓		
*EVICITION COSTS & LEGAL COVER (UP TO £50,000)	✓		
*RENT INSURANCE FOR UP TO 15 MONTH'S MISSED RENT	✓		
*COURT ATTENDANCE	✓		

*only included as part of our premium management package