

Schedule of Services



		Tenant Finder	Tenant Finder+Rent Collection	Premium Managed Service
Property Consultation	On site property appraisal	✓	✓	✓
	Marketing strategy advice	✓	✓	✓
	Presentation advice	✓	✓	✓
	Safety advice	✓	✓	✓
	Insurance advice	✓	✓	✓
Advertising	Property advertised on red-lets website	✓	✓	✓
	Property advertised on major portals including Rightmove	✓	✓	✓
	Eye-catching TO LET board	✓	✓	✓
Viewings	Accompanied Viewings with feedback	✓	✓	✓
	Weekly marketing updates	✓	✓	✓
Tenant Screening	Prospects interviewed	✓	✓	✓
	Tenancy terms negotiated on Landlords behalf	✓	✓	✓
	Tenant credit / i.d. / reference checking	✓	✓	✓
	Tenant guarantor administration when required	✓	✓	✓
Monies	Deposit collected	✓	✓	✓
	Administration for Tenancy Deposit Scheme	✓	✓	✓
	First month's rent collected	✓	✓	✓
	Standing Orders set up	✓	✓	✓
Legal Assistance	Tenancy agreements prepared	✓	✓	✓
	Tenancy agreements renewed free of charge	✓	✓	✓
	Section 21 and section 8 notices prepared		✓	✓
	Notices served		✓	✓
Tenancy set up	Hand over of keys and instructions to tenant	✓	✓	✓
	Inventory compilation			✓
	Check in for tenant			✓
	Check out for tenant			✓
Monthly Rent Collection	Rent collection on landlord's behalf		✓	✓
	Monthly rent statements		✓	✓
	Notification by SMS/e-mail		✓	✓
	Rent arrears control		✓	✓
	Annual rent statement for HMRC return prepared		✓	✓
Deposit management	Deposit return			✓
	Manage dilapidations			✓
Regular Property Inspections	Initial 6 week check			✓
	Routine 3 monthly checks thereafter			✓
Annual Review	Rent review		✓	✓
	Tenancy renewals negotiated		✓	✓
British Gas Property Care	Annual safety & maintenance inspection of Gas CH system			✓
	Annual maintenance inspection of plumbing systems			✓
	Two yearly inspection of electrical fixtures & fittings			✓
	24 /7 emergency line			✓
	Unlimited call outs			✓
	No extra charge for parts or labour			✓
Rental Income Protection	Rent Guarantee			✓
	Legal Expenses Cover			✓

All information correct as of 1st January 2010. The above is for guidance only and in no way constitutes any form of contract. Red Estates Management Limited reserves the right to change or alter content or services without prior notice.