

Table of Services

	Full Management	Letting & Rent Collection	Letting Only
Visit property & advise on rents, furnishings & related matters	✓	✓	✓
Promote the property to find suitable tenants	✓	✓	✓
Arrange appointments to view	✓	✓	✓
Check suitable tenants, including reference & credit searches	✓	✓	✓
Draw up & execute on behalf of the landlord Jordan's standard form of tenancy agreement & serve any appropriate statutory notices	✓	✓	✓
Arrange for an inventory & schedule of condition of the contents of the property to be drawn up	✓	✓	✓
Collect the initial rental funds & security deposit. Get the tenant to sign the tenancy agreement	✓	✓	✓
24 hour, 365 days a year Tenants Advice Line	✓	✓	✓
Prepare the property before letting-gas & electric checks, cleaning, gardening, etc	✓	✓	
Membership of the Tenancy Deposit Scheme	✓	✓	✓
Advise the utility suppliers - Council tax. Gas, water & electric of the meter readings at the start of the tenancy	✓	✓	
Demand rents & remit monies in sterling according to instructions	✓	✓	
Grant, extend, vary or renew a tenancy agreement as authorised by the landlord	✓	✓	✓ for a small additional charge
Check in the tenant	✓		
Visit the property regularly & advise the landlord	✓		
At the end of the tenancy, check out the tenant, take keys back, check the inventory & condition of the property, & advise utility suppliers	✓		
Handle insurance claims where appropriate	✓		
Generally carry out the duties of a managing agent following the agency agreement	✓		