

| | BRONZE LET ONLY | SILVER RENT COLLECTION | GOLD MANAGED | PLATINUM MANAGED WITH RENT PROTECTION |
|--|--------------------|------------------------------|-----------------|--|
| Property appraisal and rental valuation | ✓ | ✓ | ✓ | ✓ |
| Marketing and advertising | ✓ | ✓ | ✓ | ✓ |
| Source suitable tenants | ✓ | ✓ | ✓ | ✓ |
| Accompanied viewings and feedback | ✓ | ✓ | ✓ | ✓ |
| Take up references and credit checks | ✓ | ✓ | ✓ | ✓ |
| Tenant Right to Rent checks | ✓ | ✓ | ✓ | ✓ |
| Draw up tenancy agreement | ✓ | ✓ | ✓ | ✓ |
| Collect deposit and first month's rent | ✓ | ✓ | ✓ | ✓ |
| Signing of the tenancy agreement and issuing all documents as per the Prescribed Requirements (England) Regulations 2015 | ✓ | ✓ | ✓ | ✓ |
| Notify Council Tax, electricity, gas and water of move in | ✓ | ✓ | ✓ | ✓ |
| Inventory and Schedule of Condition | | ✓ | ✓ | ✓ |
| Register deposit with TDS | | ✓ | ✓ | ✓ |
| Rent collection and payment to landlord | | ✓ | ✓ | ✓ |
| Monthly itemised statement to landlord | | ✓ | ✓ | ✓ |
| Chase any arrears | | ✓ | ✓ | ✓ |
| Non-resident landlord tax certificate | | ✓ | ✓ | ✓ |
| Conduct regular property inspections | | | ✓ | ✓ |
| Arrange routine servicing and maintenance | | | ✓ | ✓ |
| Advise on any repairs required | | | ✓ | ✓ |
| Arrange emergency repairs | | | ✓ | ✓ |
| Arrange mandatory safety checks | | | ✓ | ✓ |
| Deal with tenant issues and queries | | | ✓ | ✓ |
| Deal with tenancy renewals and rent reviews | | | ✓ | ✓ |
| Deal with serving and receiving notices | | | ✓ | ✓ |
| Remarketing at end of tenancy | | | ✓ | ✓ |
| Oversee tenant check-out | | | ✓ | ✓ |
| Notify Council Tax, electricity, gas and water of move out | | | ✓ | ✓ |
| Arrange deposit return | | | ✓ | ✓ |
| End of year tax statement | | | | ✓ |
| Rent and Legal protection | | | | ✓ |
| Priority Monthly Payment | | | | ✓ |



*Where a service is not included in a package this may be available at an additional cost. Please contact one of the Lettings Team