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James Tredwell

## Full Management

Our Full Management package naturally follows our Tenant Find & Tenancy Set Up service. From commencement of the tenancy we take on the role of landlord and handle all contact with the tenant.

We collect the rent and provide monthly accounts to the landlord.

All day-to-day management is covered. We take care of communication, access and the arrangement of general maintenance or repairs, as necessary, and deal with urgent or emergency situations such as burst pipes, boiler breakdowns etc.

We will conduct full inspections of your property throughout the year and manage any issues that need addressing, in consultation with the landlord where necessary.

We will organise gas safety certificates and any other relevant certifications. Full, ongoing, consultation is provided covering all existing landlords' obligations and updating as appropriate when legislation changes.

Managing utility and council tax accounts can be undertaken providing the landlord has granted written permission to each service provider and the Local Authority to deal with us directly.

Appropriate notices are served to end the tenancy as necessary.

All our contractor's prices are charged at cost with no uplift or handling fee.

### Fees

Our fee for Full Management is 10% (plus vat) of the monthly rental income

Our Tenant Find & Tenant Set Up fee is discounted to a sum equivalent to 2 weeks' rent if taken up in conjunction with our Full Management Service.

Ancillary fees are:

Tenancy renewal fee: £100 (plus vat)

To transfer an existing tenancy from another agent to our Full Management service incurs a one-off admin charge: £200 (plus vat)