

Landlord Services

	Boatwrights Lettings	Fully Managed Plus	Fully Managed	Tenant Find Plus	Tenant Find
Pre Tenancy	Landlord set up and marketing including photos and a floorplan*	✓	✓	✓	✓
	Extensive on-line marketing including through the Rightmove, Zoopla and Boatwrights websites	✓	✓	✓	✓
	Accompanied viewings 6 days a week	✓	✓	✓	✓
	Undertaking references (inc from previous Landlord) and credit checks on all Tenants using independent referencing company*	✓	✓	✓	✓
	Arranging a comprehensive inventory/schedule of condition prepared by an independent inventory clerk*	✓	✓	£**	£**
	Drafting of comprehensive Tenancy Agreement*	✓	✓	✓	✓
	Arranging any recommended pre-Tenancy works (such as carpet cleaning, general cleaning, gas safety checks and an energy assessment)*	✓	✓	✓	✓
	Collecting & registering Damage Deposit with the TDS or DPS*	✓	✓	✓	✓
	Notifying utility companies/Council of any change of Tenant ^{†R#}	✓	✓	✓	✓
	Allowing a Tenancy to move to a 'Periodic' basis*	✓	✓	✓	✓
	Complying with NRL & HMRC requirements*	✓	✓	✓	✓
Tenancy	Collecting rent and promptly transferring it by BACS upon receipt*	✓	✓	✓	
	Producing monthly and annual tax statements of income and expenditure*	✓	✓	✓	
	A dedicated Accounts Administrator to chase/manage arrears*	✓	✓	✓	
	Dedicated Property Manager conducting regular Management Inspections and compiling written reports with photos*	✓	✓		
	Dedicated Maintenance Manager ensuring jobs are completed competently and promptly via our bespoke online maintenance reporting system*	✓	✓		
	Online login with access rental statements & maintenance history*	✓	✓		
	Providing Tenants with an out of office hours emergency helpline*	✓	✓		
	Access to an ARLA approved legal advice helpline*	✓	✓		
	12 month legal expenses cover and rental warranty insurance policy*	✓			
	Managing the eviction process via solicitor including all required notices*	✓			
	Serving of Notices (e.g. Section 21, Rental Increase)	✓	✓	£120	£120
Dealing with changes in the Tenancy Agreement (including renewals)	✓	✓	£60	£60	
End/Post Tenancy	Conducting end of Tenancy inspection*	✓	✓	✓	✓
	Negotiating with Tenants regarding the return of the Damage Deposit*	✓	✓	✓	✓
	Prepare & submit paperwork to Deposit scheme in the event of a dispute	✓	✓	£120	£120
	Remarketing your property 'to let' including rent review*	✓	✓	✓	✓

*services which other Agents either don't offer or for which they will typically charge an additional fee. ^{†R#}Notification service may be provided by third party.

£** Inventory price will range from £75 - £200. Price depends on number of bedrooms and if furnished or unfurnished, or as otherwise stated in advance.