

Schedule of Service Options

Service	Full Management	Find a Tenant	Rent Collection
Free Rental Appraisal	✓	✓	✓
Free Advice on Landlords' Obligations	✓	✓	✓
Internet Advertising	✓	✓	✓
Colour Particulars	✓	✓	✓
Accompanied Viewings	✓	✓	✓
Final Inspection	✓	x	x
Regular Inspections	✓	x	x
Arrange Statutory Checks	✓	x	x
Arrange Property Maintenance	✓	x	x
Advice on Preparing Property for Re-Letting	✓	x	x
Day to Day Tenant Queries	✓	x	x
Opening/Closing Utility Accounts	✓	x	x
Transfer of Council Tax	✓	x	x
Tenancy Agreement	x	x	x
Tenant Referencing	x	x	x
Rent Protection and Legal Expenses Cover	x	x	x
Tenant Deposit Scheme	x	x	x
Inventory	x	x	x
Section Notices	x	x	x
Tenancy Renewal	x	x	x
Floor Plan	x	x	x
Professional Photography	x	x	x
EPC	x	x	x
Provide Legionella Risk Assessment (LRA)	x	x	x

Key: x Additional charge applicable