

# MAIDSTONE & MEDWAY

## Property Management

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### LETTING AND MANAGEMENT SERVICES

**MAIDSTONE & MEDWAY Property Management** is pleased to provide the following comprehensive services as Standard to its Letting and Management programme:

Our work can generally be divided between

- 1) *the procedures undertaken to identify a suitable tenant, to establish the tenancy in its legal form and to install the tenant in the property. These procedures are outlined under the heading LETTING below*
- 2) *the day to day management of the tenancy once it is established These procedures are listed under the heading MANAGEMENT below.*
- 3) *the Collection of Rent. The procedures are listed under the heading RENT COLLECTION below.*

#### **1) Letting:**

- Consultation with Landlord
- Visiting you at the property, taking details of accommodation
- Advising you of a realistic rental level
- Advising you on Landlord's obligations and legal matters relevant to letting
- Advising on inventory details
- Advertising the property in the appropriate media
- Interviewing prospective tenants
- Conducting viewings of the property
- Taking up and checking tenants' references
- Taking an Inventory of the property
- Taking advance rental and delapidations deposit from the tenant
- Serving Notices under the Rent Act and the Housing Act 1988
- Engrossing Tenancy Agreements
- Arranging for domestic services to be transferred to the tenants' names
- Checking the tenants into the property at commencement of the lease and on termination of the tenancy.

**Note:** *Our **Letting only service** is a service designed for Landlords who are confident to deal with the day to day management, repairs and maintenance and rent collection, but who require our expertise and experience to select the right tenant for the property and to ensure that the Landlord's rights are fully protected.*

**2) Management:**

- Collection of insurance premiums, service charges (where applicable)
- Arranging minor repairs and maintenance to the property by instructing approved contractors, and settling their accounts on completion of the work.
- Arranging action on emergency repairs
- Carrying out regular visits to the property
- 24 hour Ansaphone service
- Liaising with tenants generally
- Checking the Inventory and making deductions from the tenant's deposit where necessary for damages
- Arranging Legal Protection Insurance Cover if required
- Arranging Landlord's Contents Insurance Cover if required

**3) Rent Collection:**

All the services listed under 1) Letting, above.  
Collection of rent monthly  
Maintaining financial records in your name  
Making payments monthly to your account  
Submitting monthly statements to you

**Note:** Our *Comprehensive Management and Letting Service* is designed to offer complete peace of mind to Landlords. Our service can be tailored to fit the specific requirements of yourself and your property

Whichever level of service you choose, you will be assured that your requirements will be dealt with by our fully professional and experienced staff whose personal approach to the care of your property will be of paramount importance.