

SERVICE LEVEL OPTIONS

	BRONZE Letting only 	SILVER Rent Collection 	GOLD Fully Managed 
Advice on pre-letting, marketing and statutory duties	✓	✓	✓
Producing property details, marketing and advertising	✓	✓	✓
Accompanied viewings and negotiating offers and terms	✓	✓	✓
Applying for references and carrying out credit checks	✓	✓	✓
Preparing the tenancy agreement and other documentation	✓	✓	✓
Signing up the tenants and taking the first month's rent and security deposit (with approved Tenancy Deposit scheme)	✓	✓	✓
Passing over legal documents and monies to the landlord once the tenant is signed up and forwarding the standing order in favour of the landlord to the relevant bank	✓	✓	✓
Displaying the Empire Estates 'To Let' board	✓	✓	✓
Notifying local authority of council tax responsibility		✓	✓
On-going collection of rent		✓	✓
Chasing late or non-payment of rent		✓	✓
Rent guarantee (subject to referencing and terms & conditions. Details of costing are available upon request).		✓	✓
Providing a quarterly statement of account		✓	✓
Providing a monthly statement of account			✓
Designated property manager			✓
Arranging an inventory, check in and check out			✓
Setting up a tenant account with the appropriate utilities companies			✓
Carrying out interim property visits			✓
Arranging maintenance and repairs as necessary			✓
Paying any bills on the property (maintenance contracts etc.)			✓
Renewing electric and gas safety certificates			✓
Negotiating and arranging the deposit return			✓

Property Management: Our prime concern is to ensure that your property is maintained and looked after on your behalf. When appropriate, we will advise you of any improvements that may be needed. Unless you have preferred contractors, we will use ours who have proved their reliability and good workmanship.