



HARTSWOOD

Lettings & Property Management

Hartwood Management Service

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London
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With our comprehensive Management service we have our Landlords covered

What's Included

- CARRY OUT AN INSPECTION OF THE PROPERTY AND ADVISE YOU ON THE DECORATIVE CONDITION, FURNISHINGS, EXPECTED LEVEL OF RENT AND ANY STEPS YOU MAY NEED TO TAKE TO COMPLY WITH ALL THE RELEVANT FIRE, ELECTRICAL AND GAS SAFETY REGULATIONS OR OTHER LEGAL REQUIREMENTS.
- IMMEDIATELY PLACE THE PROPERTY ON THE INTERNET THROUGH ZOOPLA & ON THE MARKET PROPERTY PORTALS EXPOSING IT TO OVER 8500 PEOPLE A DAY
- CIRCULATE DETAILS OF THE PROPERTY TO NATIONAL AND INTERNATIONAL COMPANIES, EMBASSIES AND RELOCATION AGENTS
- ERECT A 'TO LET' BOARD
- ARRANGE FOR APPROPRIATE STATUS ENQUIRIES TO BE MADE ON ALL PROSPECTIVE TENANTS PRIOR TO VIEWING
- CARRY OUT ACCOMPANIED VIEWINGS
- SUBMIT OFFERS AND SECURE QUALTY PROFESSIONAL TENANTS
- CONFIRM TENANTS RIGHT TO RENT WITH IMMIGRATION CHECKS
- OBTAIN A CREDIT RATING, EMPLOYER'S OR ACCOUNTANT'S REFERENCE AND LANDLORD'S REFERENCE IF APPLICABLE
- CONTRACT NEGOTIATION & PREPARATION OF THE TENANCY AGREEMENT *
- COLLECT AND HOLD AS STAKEHOLDER FIVE WEEKS RENT AS A DEPOSIT
- REGISTER THE DEPOSIT WITH THE GOVERNMENT APPROVED TENANCY DEPOSIT SCHEME *
- CONTRACT EXTENSION NEGOTIATION INCLUDING PREPARATION OF THE EXTENSION DOCUMENTATION *
- ADVISE ON, DEMAND AND ACCOUNT TO YOU FOR THE RENT AND PAY THE APPROPRIATE NET AMOUNT INTO YOUR NOMINATED BANK ACCOUNT
- AN INITIAL STATEMENT WILL BE ISSUED. THEREAFTER THE LANDLORD WILL RECEIVE MONTHLY STATEMENTS
- MAKE FORMAL DEMANDS AND TAKE ALL NECESSARY STEPS TO ENSURE THE RENT IS PAID ON TIME

- **INVENTORY**
- **ENERGY PERFORMANCE CERTIFICATE (EPC)**
- **ANNUAL GAS SAFETY CERTIFICATE**
- **ELECTRICAL INSTALLATION CONDITION REPORT**
- **SMOKE AND CARBON MONOXIDE ALARMS**
- **RENT PROTECTION COVER UP TO £2500 pcm**
- **LEGAL & MEDIATION COVER UP TO £100,000**
- **UTILITY & COUNCIL TAX ACCOUNT TRANSFERS**
- **PERIODIC PROPERTY INSPECTIONS**
- **REDECORATION / REFURBISHMENT ***
- **DAY TO DAY PROPERTY MAINTENANCE**
- **OVERSEE INSURANCE CLAIMS**

* additional fees apply