



RESIDENTIAL PROPERTY MANAGEMENT TERMS AND CONDITIONS

We undertake to:-

- inspect the property and assess its rental value.
- discuss with you any necessary work to be carried out prior to rental. (We can also oversee this for you if required by arrangement).
- take full details of the property.
- make an inventory if appropriate and photograph the accommodation if required.
- find suitable tenants either from our list of applicants or by advertising in the press and on the internet.
- show the property to prospective tenants.
- interview prospective tenants, take up and check references.
- issue appropriate legal documents, normally a six-month Assured Shorthold Tenancy, including any individual conditions or restrictions you may wish to add.
- collect deposit money (usually equivalent to a calendar month's rent) See below.

Once the tenant is chosen, we:-

- read all meters and inform all relevant utilities of those persons on the Assured Shorthold Tenancy Agreement responsible for payments.
- inform the local authority of occupation by the tenant(s) who have responsibility for payment of Council Tax.
- agree (where appropriate) inventory to be signed by tenants.
- take rent in advance before the tenant(s) take up residence, and oversee occupancy.
- see that the initial six month tenancy agreement is signed by all occupants over the age of 18 and properly witnessed.

After the tenant is in occupation, we:-

- collect rents and pay them, after agreed deductions,
 - a) to the landlord, or nominated party, direct
 - b) to your Bank or Building Society direct
 - c) any other arrangement you wish to make.
- NB - If a landlord is not a UK resident, we must be informed, as we may be liable to hold a proportion of the rent on the landlord's behalf against UK tax.
- account directly to the landlord for sums received and deductions made.

During the Tenancy, we:-

- inspect the property shortly after occupation and every three months thereafter.
- maintain a good relationship with the tenants and between the tenant & landlord and tenant & neighbours, mediate in any difficulties which may arise, and observe the landlord's interest.
- by the required date, issue a Statutory Notice to Quit, consult with the Landlord and