

# LANDLORD SERVICE CHECKLIST



<b>Our Services Include</b>	<b>Fully Managed</b>	<b>Let Only</b>
No Obligation Valuation	✓	✓
Professional Advice	✓	✓
Photographs taken	✓	✓
Advertising and Marketing	✓	✓
Accompanied Viewings	✓	✓
Due Diligence to Find A Suitable Tenant	✓	✓
Carry Out Relevant Right to Rent Checks	✓	✓
Provide Tenants with How to Rent Guide	✓	✓
Detailed Tenant Sign Up	✓	✓
Collection of Initial Rent Payment and Deposit	✓	✓
Completion of Tenancy Agreement	✓	✓
Informative Fact Sheets Provided to Tenants	✓	✓
Completion of Standing Order Mandate	✓	
Notify Utilities (Including Meter Readings)	✓	✓
Notify Council Tax	✓	✓
CMP (Client Money Protection)	✓	✓
Typed Inventory (if requested)	✓	£60
Typed & Photographic Inventory (if requested)	✓	£96
24 Hour Emergency Repair Reporting	✓	
Property Inspections (Picture & Reports)	✓	
Keeping You Compliant with Current Legislation	✓	
Organisation of Safety Inspections/Certificates (if requested)	✓	
Collection of Monthly Rent Payment	✓	
Completion of Monthly Statement of Account	✓	
Key Holding Service	✓	
Arranging Payment of Expenses	✓	
Arranging Repairs and Property Maintenance	✓	
Access to Approved Professional Trade Persons	✓	
Serve Legal Notices- if Applicable (I.E. Section 21, 8, 13)	✓	
Check Out (Including Typed Report & Pictures)	✓	
Notify Utilities & Council Tax of Tenants Check Out	✓	
Arrange for Deposit to be Refunded/Withheld	✓	

All of the above may be subject to change dependant on changes in current legislation and implementation/introduction of new standards and requirements. Lilac Lettings & Sales Ltd reserves the right to change those without prior notification to relevant parties.