

# Pennington Full Managed Services

Our charges are based on the level of service that suits your requirements.

Most of our clients choose our Full Managed Services for peace of mind and the comfort that their property asset is being well looked after.

We also offer a Letting and Rent Service and a Let Only Service for clients who want to undertake the day to day management of their property themselves.



**MARKETING**

**LETTING ADVICE**

**COMPLIANCE  
H&S**

**RIGHT TO RENT  
CHECKS**

**TENANT  
REFERENCES**

**NEW TENANCY  
AGREEMENT**

**INVENTORY**

**TENANCY DEPOSIT**

**RENT STATEMENTS**

**INSPECTIONS**

**MAINTENANCE &  
REPAIR**

**SERVING NOTICES**

**PRE-FINAL  
INSPECTIONS**

**FINAL INSPECTIONS**

**FINAL RETURN OF DEPOSIT**

**RENT COLLECTION**



Services available from Pennington	Fully Managed	Letting & Rent	Letting Only
<p><b>Letting Advice</b> Carry out detailed letting assessment of the property and advise market rental levels. Provide letting advice to ensure the property is presented in the best possible way to maximise its let-ability and is fully compliant with current legislation.</p>	✓	✓	✓
<p><b>Compliance / Health &amp; Safety</b> Arrange EPC, Gas Safety Inspections, Legionella Reports, Smoke &amp; Carbon Alarm purchases and Installation, Electrical Safety checks (EICR).</p>	✓	✓	✓
<p><b>Marketing</b> Promote the property to find suitable tenants. Arranging extensive advertising at no cost to the Landlords including posting details of all properties on to our website, and major property portals such as Rightmove and OnTheMarket.</p>	✓	✓	✓
<p><b>Tenants References &amp; Right To Rent checks</b> Interviewing prospective tenants. Obtaining appropriate references, i.e., credit check, employer and/or accountant reference, landlord reference, as well as completing Right To Rent checks.</p>	✓	✓	✓
<p><b>New Tenancy Agreement</b> Prepare the tenancy agreement and any relevant notices. Arranging for the Tenancy Agreement to be signed and exchanged between the parties. Advising landlords and tenants of their legal rights and responsibilities under the Agreement, including all recent Legislation changes.</p>	✓	✓	✓
<p><b>Inventory</b> Preparing schedules of condition and inventories of property contents and agreeing these with the tenant in line with APIP best practise. This will include many colour photos.</p>	✓	✗	✗
<p><b>Tenancy Deposit</b> Securing initial rental payments and security deposit of at least five weeks rent. The security deposit to be registered with the registered Tenancy Deposit Scheme.</p>	✓	✓	✓
<p><b>Rent Collection</b> Collecting and arranging for rents to be credited to landlords' accounts as soon as possible Taking prompt action to avoid accrual of rent arrears.</p>	✓	✓	✓
<p><b>Rent Statement</b> Prepare and issue to the landlord a monthly statement of rental income and expenditure.</p>	✓	✓	✓
<p><b>Inspections</b> Inspect the property as required and produce an inspection report. Inspecting properties regularly ensures that tenants are observing the terms of their Tenancy Agreement.</p>	✓	✗	✗
<p><b>Maintenance &amp; Repair</b> Arranging for the maintenance and repair of properties promptly and efficiently.</p>	✓	✗	✗
<p><b>Serving notices</b> Issuing any notices strictly in accordance with the statute that governs their service.</p>	✓	✓	✗
<p><b>Pre-Final Inspection</b> Meet with tenant upon receipt of notice to carry out inspection and to discuss any issues with the property that may need remediation by the tenant. To make a rental assessment for the landlord and advice for re-letting so the property can be re-marketed as quickly as possible to minimise any rental void period.</p>	✓	✓	✗
<p><b>Final Inspection</b> Inspecting properties at termination of tenancies and agreeing any dilapidations. Taking final utility meter readings and informing utility providers of a change in occupant.</p>	✓	✓	✗
<p><b>Final Return of Tenant Deposit</b> Having negotiated any dilapidations with the tenant instruct any works to be carried out and arrange for the security deposit to be returned.</p>	✓	✓	✓