



Pennington Fully Managed Service

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

Most of our clients choose our Fully Managed Service 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.

 **Fully Managed Service**

- MARKETING
- LETTING ADVICE
- COMPLIANCE H&S
- RIGHT TO RENT CHECKS
- TENANT REFERENCES
- NEW TENANCY AGREEMENT
- INVENTORY
- TENANCY DEPOSIT
- RENT COLLECTION
- RENT STATEMENTS
- INSPECTIONS
- MAINTENANCE & REPAIR
- SERVING NOTICES
- PRE - FINAL INSPECTION
- FINAL INSPECTION
- FINAL RETURN OF DEPOSIT

Services Available from Pennington	Fully Managed	Letting & Rent	Letting Only
<p style="text-align: center;">LETTING ADVICE</p> <p>Carry out detailed letting assessment of the property and advise market rental levels.</p> <p>Provide Lettings 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>	Included	Included	Included
<p style="text-align: center;">COMPLIANCE / HEALTH & SAFETY</p> <p>Arrange EPC, Gas Safety Inspections, Legionella Reports, Smoke & Carbon Alarm purchases and installation, Electrical Safety checks (EICR)</p>	Included	Included	Included
<p style="text-align: center;">MARKETING</p> <p>Promote the property to find suitable tenants.</p> <p>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 & OnTheMarket.</p>	Included	Included	Included

<p style="text-align: center;">TENANTS REFERENCES & RIGHT TO RENT CHECKS</p> <p>Interviewing prospective tenants and obtaining appropriate references, i.e., credit check, employer and/or accountant reference, landlord reference, as well as completing the Right To Rent checks.</p>	Included	Included	Included
<p style="text-align: center;">NEW TENANCY AGREEMENT</p> <p>Prepare the tenancy agreement and any relevant notices.</p> <p>Arranging for the Tenancy Agreement to be signed and exchanged between the parties.</p> <p>Advising Landlords and Tenants of their legal rights and responsibilities under the Agreement, including all recent Legislation changes.</p>	Included	Included	Included
<p style="text-align: center;">INVENTORY</p> <p>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>	Included		

<p style="text-align: center;">TENANCY DEPOSIT</p> <p>Securing initial rental payments and Security Deposit of at least five week's rent.</p> <p>The security deposit to be registered with registered Tenancy Deposit Scheme</p>	Included	Included	Included
<p style="text-align: center;">RENT COLLECTION</p> <p>Collecting and arranging for rents to be credited to Landlords accounts as soon as possible</p> <p>Taking prompt action to avoid accrual of rent arrears</p> <p>Arranging tax payments on rental income for Landlords residing overseas</p>	Included	Included	
<p style="text-align: center;">RENT STATEMENT</p> <p>Prepare and issue to the Landlord a monthly statement of rental income and expenditure.</p>	Included	Included	
<p style="text-align: center;">INSPECTIONS</p> <p>Inspect the property as required and produce an inspection report.</p> <p>Inspecting properties regularly ensures that tenants are observing the terms of their Tenancy Agreements.</p>	Included		

<p style="text-align: center;">MAINTENANCE & REPAIR</p> <p>Arranging for the maintenance and repair of properties promptly and efficiently.</p>	Included		
<p style="text-align: center;">SERVING NOTICES</p> <p>Issuing any Notices strictly in accordance with the statute that governs their service.</p>	Included	Included	
<p style="text-align: center;">PRE-FINAL INSPECTION</p> <p>Meet with tenant upon receipt of notice to carry out inspection and to discuss any issues with the property that may need remediation by tenant.</p> <p>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>	Included	Included	
<p style="text-align: center;">FINAL INSPECTION</p> <p>Inspecting properties at termination of tenancies and agreeing any dilapidations.</p> <p>Taking final utility meter readings and informing utility providers of a change in occupant.</p>	Included	Included	

<p>FINAL RETURN OF TENANT DEPOSIT</p> <p>Having negotiated any dilapidations with the tenant instruct any works to be carried and arrange for the security deposit to be returned.</p>	Included	Included	Included
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PENNINGTON
PROPERTY LETTINGS & MANAGEMENT