

Services



This provides a list of the typical services you may require. However, we will be happy tailor this list with any additional services that are important to you.

** Indicates that while the facilitation of the service is included in the fee, there will be a negotiated cost for materials and contracted work.*

Preparation of the Managed Property for letting:

- Installation of basic needs for unfurnished lets*
- Installation of furniture*
- Installation of a comprehensive corporate letting package*
- Utility provider details and account numbers
- Facilitating any telecommunication services you might request for the Managed Property*
- Meter readings, location, access
- Manuals - checklist and photocopying*
- Model numbers and registering warranties

Letting the Managed Property

- Researching and appointing multiple letting agencies to market the Managed Property
- Negotiate let only and tenant finders' fees
- Check, approve and sign off tenants references, credit checks and Assured Shorthold Tenancy Agreement
- Advice on market trends, pricing and letting strategies
- Liaise with letting agent on daily basis until property is let
- Tenancy handover

- Letting agent liaison and regular updates to the Landlord
- Advice and support on maximizing rental income and attracting the best tenant
- Notify utility companies and Council Tax office of tenant details
- Check in report*
- Check out report*
- Inventory of property*
- **Accounts**
- Monthly Statements of account for portfolio
- Annual accounts online access to view your accounts and property progress (available shortly)
- Pay rents directly into your bank account upon receipt
- Preparation of paperwork for annual tax return.
- **Day to Day Management**
- Administration relating to the property
- Disputes relating to the property
- Maintenance schedules
- Arranging quotations and access
- Utilities & meter readings
- Property maintenance and repairs
- Contractor liaison
- Property inspections
- Maintenance fees negotiation
- Deposit protection compliance
- Tenancy renewal
- Security deposit recovery
- Advise and source rental guarantees for the property.

- Regular progress reports
- Pursue outstanding rental payments on behalf of the landlord
- Problem tenants - immediate notification and swift resolution
- Emergency action
- Serving section 21 and Section 8 notices
- **Undertaking work that is traditionally the Landlord obligation**
- Notification and administration of warranty renewals*
- Notification and administration of insurance renewals
- Representation of the Landlord in court during legal proceedings concerning the property
- Facilitates eviction proceedings*
- Cosmetic refurbishments*
- Facilitating any legal proceedings relating to the property*
- Disputes taken up on behalf of the landlord.
- Facilitating Tenant Eviction.
- Appointing a debt collection agency and pursue non-payment of rents*
- Investment assessment/appraisal
- Facilitating insurance claims and billing
- Representing Landlords at Residents' Meetings.

- Assist in sourcing property insurance.
- Refer recommended services
- Block managing agent liaison over maintenance issues
- Issues and disputes regarding communal areas, parking and rubbish collection
- Annual revision of the market place for rental evaluation, trends
- Annual revision of the market place for capital release. Reviewing yields and the performance of the various portfolios
- Mortgage renewal reminders
- Re-direction of Mail
- Any bills can be paid through PPM on behalf of the client typically include:
 - Service charges
 - Ground rents
 - Maintenance bills
 - Letting agency fees
 - Rental Guarantees
 - Warranty agreements
 - Safety checks and certificates

We can begin managing your property today. Contact us on 020 7607 1712 or email enquiries@personalpropertymanagement.co.uk.