

○ Fully Managed

Our Fully Managed Service is suitable for landlords who have limited time to manage their property. Next Move Residential will look after every aspect of the tenancy from finding, referencing and moving in the new tenants, providing a detailed inventory, collecting the monthly rent, overseeing maintenance and arranging repairs on behalf of the landlord.

We will attend regular property inspection visits and review the return condition at the end of the tenancy resolving any related concerns.

- **Marketing** of your property across a range of carefully selected portals
- Prequalify each enquiry and carry out **accompanied viewing** appointments to achieve suitable tenant matches
- Once tenants selected, validate **Right to Rent checks** (in line with Government regulations), undertake applicant **referencing**, affordability assessment, review **applicant credit history** and confirm final suitability
- **Assured Shorthold Tenancy agreement** with any other relevant documents issued and signed by tenant and landlord
- Landlord and property **compliance and safety checks** are carried out. Assistance to arrange Energy Performance Certificate, Electrical Installation Condition Report, Landlords Gas Safety Certificate. Smoke Alarms, CO Alarm and Legionnaires checks
- Comprehensive **written and photographic inventory** completed ahead of tenancy; to include gas and electric meter readings taken and provided to tenants to set up own utility accounts
- Collection of **first month's rent**. Collection and **registration of deposit** with Tenancy Deposit Scheme
- Tenants **report routine maintenance** to included 24 hours 7 days a week access to **PropertyFile**
- Respond to all reported maintenance enquiries and feedback back to landlord for approval.
- Arrange any **quotes or repairs by fully insured contractors**
- Follow up contact to ensure **works completed to satisfactory standard**
- Attend for **regular inspection visits every three months** providing both landlord and tenant copy of condition report
- Process **rent payments** to landlord along with **monthly statements**
- Robust **rent chasing process** should rents not be paid on time or in full
- Full transparency for landlords via online **landlords' portal**
- On hand to issue **compliance advice** throughout the tenancy
- **Annual rent review** to keep the rent in line with the local market
- Undertake **servicing of legal notices** to end the tenancy
- Review **property return condition** and cleanliness compared to the original inventory, reporting back to all parties, **negotiate any contributions from deposit** and actioning contactors, only when required, before carrying out deposit return process

For this service, we charge a monthly commission for managing the tenancy with a one off set up fee at the start of each new move in. There are no tenancy renewal costs, although we will review and negotiate a new monthly rent with the tenants based on the market at that time.

