

○ Introduction Only

We recognise that some landlords prefer to be completely hands-on, who are willing to take on the full responsibility of running the tenancy themselves and simply want assistance finding suitable tenants. With our Introduction only service we will advertise the property, accompany viewings, undertake referencing, provide tenancy agreements, collect the first month's rent and damage deposit, and exchange the landlord and tenant details for direct contact during the tenancy.

- **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
- Collection and process of **deposit** on to landlord to register with chosen Tenancy Deposit Scheme
- **Check in** tenant into property
- **Exchange landlord and tenant details** at the beginning of the tenancy for direct contact such as routine maintenance and property visits

Additional opinions (*as priced below*)

- *Supply of comprehensive written and photographic inventory completed ahead of tenancy; to include gas and electric meter readings - **£150***

For this service, we charge a one-off fee that is equal to the rent, then it's completely over to the landlord. Additional opinions above are at addition cost as listed.

