

Letting services for landlords

○ Making the right choice for you

Next Move Residential understands all landlords are different and therefore have different requirements. With many confusing services and complicated fees out there, we like to think our arrangements are a little more landlord friendly.

We have put together three carefully thought-out levels of services to suit a variety of needs. The option you choose will depend very much on how hands-on you wish to be, the level of involvement you want to have, and the free time you have available to manage your tenancies.

Our **Fully Managed service** best suits landlords who wish to have little day-to-day involvement but would like to be kept informed and present when making key decisions. For landlords who enjoy taking on a much greater level of responsibility we offer a simple tenant **Introductory Only service**. And for those who want a service somewhere in the middle, you could select our midrange **Rent Collection service**, which offers key areas of support while benefiting from cost savings on monthly management fees.



○ 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 cleanness 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.



○ Rent Collection

Our tailored Rent Collection Service has been set up with semi experienced landlords in mind who enjoy the involvement of speaking with their tenants, arranging maintenance repairs, and carrying their own regular property inspections. Next Move Residential will oversee key aspects of the tenancy with finding, referencing, and moving in new suitable tenants, providing the tenancy agreement, and preparing a detailed inventory. We will collect the monthly rent 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
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- **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 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.



○ 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

- *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 set rent, then it's completely over to the landlord to self-manage.

*Individual additions listed above are subject to additional fees as outlined.

