

# Fineholm Letting and Property Management Service Levels

## Whats included in each service?

	Let Only	Rent Collection	Full Management
Initial Rent Valuation Visit and assessment of your requirements	*	*	*
Quality Marketing Photographs	*	*	*
Quality Marketing Video	*	*	*
Listing on Fineholm.co.uk and App	*	*	*
Listing on Rightmove	*	*	*
Listing on various other property portals	*	*	*
Immediate property matching to our wide applicant database of waiting tenants	*	*	*
Marketing board (To let signage)	*	*	*
Accompanied viewings	*	*	*
Viewing feedback	*	*	*
Fortnightly property update when on availability	*	*	*
Advice on regulation	*	*	*
Organisation of required works to meet regulations	*	*	*
Comprehensive tenant referencing checks	*	*	*
Preparation of all required pre tenancy documentation	*	*	*
<b>Preparation of in depth inventory and accompanying photographs (Additional fee)</b>	*	*	*
Preparation of Fineholm Tenancy Agreement (SAT) constantly updated by leading legal expert	*	*	*
Preparation of AT5	*	*	*
Collection of 1st months rent in advance	*	*	*
Collection of deposit (generally 1 months rent)	*	*	*
Change of utility providers and council tax	*	*	*
Statement of account ( Month 1)	*	*	*
Lodgement of deposit in custodial scheme (regulatory requirement)		*	*
Monthly rental collection and transfer to nominated bank account		*	*
Monthly statement of income and expenditure		*	*
Chasing of late rents		*	*
Advice and issue of relevant legal notices		*	*
Automatic rent increases (where appropriate)		*	*
Periodical inspections and accompanying feedback ( includes photographs if required)		*	*
Property Management and arrangement of works		*	*
Dedicated property manager		*	*
Handling of insurance claim		*	*
Full check out of the tenancy at the end of the period		*	*
Negotiation of deposit allocation and accompanying claim back from deposit scheme provider		*	*
Great insurance advice and premiums (specific to landlords need) through our partner	*	*	*
<b>Rent Guarantee Service (protection against late or non payment of rent) Additional fee</b>		*	*
Emergency maintenance numbers issued to tenants for your ( and their) peace of mind		*	*
Landlord newsletter (every 2 months)	*	*	*
Overseas landlord tax advice		*	*
Preparation of annual income and expenditure report for tax return		*	*