

Our services

Description	Managed Service	Let Only Service
Market Appraisal	✓	✓
Marketing of the property in local press and online property portals	✓	✓
Erection of a To Let board at property (where feasible)	✓	✓
Finding and screening of tenants	✓	✓
Referencing the tenant	✓	✓
Preparation of the tenancy agreement and preparation of notices	✓	✓
Collection and registering of deposit with the Tenancy Deposit Scheme (TDS)	✓	(Can be arranged for an additional fee)
Preparation of inventory	✓	(Can be arranged for an additional fee)
Preparation of photographic inventory	✓	(Can be arranged for an additional fee)
Organisation of appropriate certificates including gas, electric and the Energy Performance Certificate (EPC)	✓	
Contacting utility suppliers	✓	
Collection of rent and paid directly to the landlords account	✓	
Regular property inspections followed by a photographic report	✓	
Routine maintenance and property repairs as required	✓	
Tenancy renewal & negotiation of rental increases	✓	
Full check out and inventory update at the end of the tenancy	✓	
Deposit reconciliation	✓	
Service of Section 21 Notice when the landlord requires possession of the property	✓	
Annual tax statements	✓	

(Please note for the Let Only Service, once the tenancy has commenced management of the property lies solely with the landlord - Naylor Powell cannot be held responsible thereafter).