

	INTRODUCTION ONLY	LET ONLY	FULL MANAGEMENT
Initial property appraisal & marketing report	✓	✓	✓
Colour property listings	✓	✓	✓
Distinctive marketing board	✓	✓	✓
Pro-active and imaginative marketing	✓	✓	✓
Web exposure inc. Rightmove	✓	✓	✓
Press advertising if required	✓	✓	✓
Referral of enquiries to Landlord	✓	✗	✗
Comprehensive Homelet referencing	✗	✓	✓
Accompanied viewings	✗	✓	✓
Preparation of Assured Shortfold Tenancy Agreement	✗	✓	✓
Meter readings	✗	✓	✓
Photographic schedule of condition	✗	✓	✓
Unfurnished Inventory	✗	✓	✓
Collection of 1st months rent and deposit	✗	✓	✓
Tenant Welcome Pack	✗	✓	✓
Registration of deposit	✗	✓	✓
Collection of rent	✗	✗	✓
Regular management inspections	✗	✗	✓
Day to day general management	✗	✗	✓
Monthly client accounting	✗	✗	✓
Refund of deposit & dispute resolution	✗	✗	✓
Annual property inspections	✗	✗	✓