

KEMP & CO PROPERTY LTD SERVICE CHECK LIST	TENANT FIND	RENT COLLECTION	FULL MANAGEMENT
Rental valuation, visual inspection & provide professional advice	✓	✓	✓
Advertising, viewings & finding a tenant	✓	✓	✓
Obtaining references, credit checks & FREE Rent Guarantee Cover	✓	✓	✓
Draw up tenancy agreements *Prepare basic inventory & schedule of condition <i>*unfurnished property only</i>	✓	✓	✓
Check Tenants in at Property			✓
Collect first months rent & set up Standing Orders	✓	✓	✓
Place deposit with Tenant Deposit Scheme	✓	✓	✓
Transfer utilities	✓	✓	✓
Arrangement of Gas Safety, Electrical Safety & Energy Performance Certificates	✓	✓	✓
Key holding service	✓	✓	✓
Collect ongoing rents & provide monthly Statements of account		✓	✓
Inspect property on a regular basis			✓
Provide inspection report to Landlord			✓
Arrange repairs & maintenance			✓
Managing the check out process			✓

Kemp & Co Property Ltd are able to offer a tailor made Lettings Service to suit individual needs & requirements. A list of fees itemised on a stand alone basis is available upon request. If not opting for a Full Management Service, we are able to offer a unique “Pay as you go” lettings alternative, allowing more flexibility between the usual three core services. Please ask for further details