

### Fully Managed

Let us make letting your property completely hassle free with our full management service. This is the service to choose if you want to be sure that your property will be professionally managed and require minimum involvement from yourself. It is perfect if you do not live locally or simply haven't got the time to deal with the day to day issues that often arise with properties and tenants.

When you ask us to manage your property, we will find a tenant, arrange rent collection and carry out the following services on your behalf:

#### Finding the Right Tenant

- Expert valuation of your property and rental advice
- Guidance regarding your legal obligations as a landlord
- Preparing marketing materials and photographing the property
- Marketing your property both on and off line
- Arranging and conducting accompanied viewings on your behalf – we will never send a prospective tenant to view a property unaccompanied
- Interviewing & referencing prospective tenants and obtaining additional guarantees & references as needed
- Notifying utility companies of changes at the property
- Collecting deposit & first month's rent – these are transferred to you following any deductions
- Setting up the Standing Order for future rent payments
- Preparing and signing the Tenancy Agreement on your behalf

#### Financial Peace of Mind

- Collect rent monthly, hold your monies in a bonded client account and transfer them to you (usually within 7 days of receipt)
- Follow up any delays in payments to make sure you get your rent quickly every month, using our best endeavours to ensure payments are received
- Provide you with monthly statements on your account
- Hold your dilapidations deposit with a recognised scheme – currently this is with The Dispute Service
- Conduct an annual rent review to make sure your property is priced correctly in the market

#### Repairs and Maintenance

- Organise any general repairs within agreed financial limits using our trusted contractors
- Take care of any maintenance issues within agreed limits
- Arrange for quotations for general works or replacement items needed at the property and manage these works being completed on time
- Carry out property visits as required – generally quarterly
- Make an end of tenancy inspection of your property and act as arbitrators in case of dilapidations
- Take care of the tenant check out process
- Suggest and manage any improvement work that need to be carried out on the property either during or after tenancies
- Liaise with 3rd parties on your behalf as required regarding any issues relating to the property – e.g. block management companies
- Negotiate tenancy renewals on your behalf

#### Campions Bristol

174 Whiteladies Road  
Clifton  
Bristol  
BS8 2XU

Tel: 0117 973 0041  
Email: [bristol@campionsletting.co.uk](mailto:bristol@campionsletting.co.uk)

