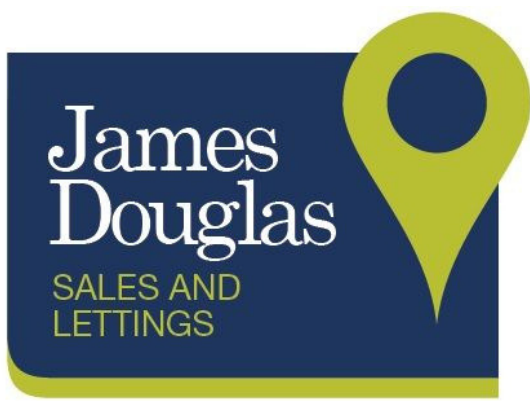


LANDLORD SERVICES

HOW THE TWO COMPANIES WORK TOGETHER



LET ONLY PACKAGE



Looking to rent

- ✓ Conduct a rental valuation
- ✓ Verify all documentation
- ✓ Take marketing photos
- ✓ Advertise the property
- ✓ Find you tenants
- ✓ Formalise an agreement



your property?

- ✓ Complete a referencing check
- ✓ Tenancy agreement & contract signing
- ✓ Deposit protection
- ✓ Key collection
- ✓ Issue all relevant documentation
- ✓ Collect 1st months rent

The above all forms part of our Let Only service, if you wish to opt for our Fully Managed service, we will complete all of the above as well as...

Looking to have your property managed?

FULLY MANAGED PACKAGE

- ✓ Complete a full inventory and check-in inspection
- ✓ Rent collection and rent arrears issues
- ✓ Maintenance reporting, with tenants having access to our 24/7 emergency line
- ✓ Interim property inspections
- ✓ Dealing with all property related queries
- ✓ Check-out inspection
- ✓ Bond deposit return and handling any disputes

Once we receive notice from your tenants, we pass the property back to James Douglas to remarket on your behalf and the process starts again.