

# Our Lettings Services at a glance



| Before Move-In   | Fully Managed | Letting Only |
|--|---------------|--------------|
| Free Market Appraisal  | ✓             | ✓            |
| Comprehensive Marketing, Advertising and Accompanied Viewings                        | ✓             | ✓            |
| Dedicated Property Consultant  | ✓             | ✓            |
| Tenant Introduction and Referencing including Right to Rent Check                    | ✓             | ✓            |
| Gas Safety, Electrical Installation Condition Report, Energy Performance Certificate | ✓             | ✓            |
| Bespoke Inventory Hive Inventory with 360 photos                                     | ✓             | ✓            |
| Preparation of Future Rental Payments  | ✓             | ✓            |
| Preparation and Execution of Tenancy Agreements                                      | ✓             | ✓            |
| After Move-In  | Fully Managed | Letting Only |
| Lodge and Manage Tenants Damage Deposit  | ✓             |              |
| Utility Notification   | ✓             |              |
| Specialist maintenance department with CHAS contractors                              | ✓             |              |
| Routine Property Inspections   | ✓             | ✓            |
| General Day to Day Enquiries   | ✓             |              |
| Negotiate Rental Reviews/Tenancy Renewals  | ✓             |              |
| Pursuit of Rent Arrears  | ✓             |              |
| Preparing and serving of Legal Notices (Section 21)                                  | ✓             |              |
| Check Out Procedure with Check Out Report  | ✓             | ✓            |
| Damage Deposit Dilapidations and Return  | ✓             |              |
| Damage Disputes and organisation of end of tenancy work                              | ✓             |              |
| ✓ Additional charges will apply for this service                                     |               |              |

# YOUR JOURNEY STARTS HERE

Brannen & Partners



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## MARKETING

To Let board, internet,  
window display,  
social media



## VIEWING

Extensive local  
knowledge



## TENANT REFERENCING

Credit check,  
employment reference,  
Landlord reference,  
Right to Rent



## INVENTORY

Bespoke Inventory Hive  
Inventory with 360° photos



## DAMAGE DEPOSIT

Lodging deposit, damage  
deposit return, disputes & end  
of tenancy work



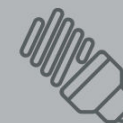
## MAINTENANCE

Regular property  
inspections



## CONTRACTS

ARLA Regulated Assured  
Shorthold Tenancy Agreement



## SAFETY CERTIFICATES

Gas safety (CP12), Electrical Installation  
Condition Report (EICR), Energy  
Performance Certificate (EPC)