

## **Property management**

We offer a comprehensive property management service – tailored to meet your needs and devised to give you complete peace of mind.

Our service includes:

- Providing advice on a realistic rent/licence fee given the current market conditions
- Producing professional property details
- Finding suitable tenants through our database, corporate contacts or advertising
- Preparation of lease or licence agreement
- Obtaining references (bank/employer/character)
- Conducting credit check
- Preparation of a full inventory of contents
- Collecting and holding deposits on an individual client account with interest accruing in favour of the tenant
- Collecting rents and prompt payment of funds direct to your bank account
- Dealing with maintenance and repairs (after your authorisation where necessary) through our team of reliable contractors
- Rent reviews
- Property inspections
- Provision of annual schedule of income and expenditure for the 'end of tax year'
- Dealing with lease expiry
- Completion of the annual Parish Rate return and payment of the Foncier Rates. (Not applicable to Share Transfer properties)
- Annual renewal of the Insurance on the property if required. (Not applicable to Share Transfer properties).

For further information please contact our office on Tel: **87 97 87**.