

## Full Property Management Services Terms & Conditions

For Landlords who wish us to fully manage their property. This includes controlling the financial element and attending to any day-to-day eventualities. Our service includes:

- Fully covered Client Money Protection (CMP), Jordan Marks Estates are a member of Money Shield meaning your rental payments are secure and paid into a client account.
- We will provide a no obligation market appraisal of the current rental value of the property.
- We will market your property from our office in Christchurch and further using various online portals such as Rightmove, On the Market and Facebook.
- We will conduct viewings with prospective Tenants as agreed with the Landlord and in co-ordination with the current occupier and ALL viewings will be accompanied by ourselves unless agreed otherwise.
- We will undertake Comprehensive referencing - Our referencing partner will undertake checks that include Employer, Landlord, Company and Credit checks.
- We will provide a legally compliant Assured Shorthold Tenancy Agreement (AST) signed by all parties. The fee for producing the Assured Shorthold Tenancy Agreement is £750 + VAT
- We will provide an annual renewal of the Assured Tenancy Agreement (AST). The fee for renewal of the Assured Shorthold Tenancy Agreement is £150.00 +VAT.
- We will arrange all legally required safety checks and provide relevant paperwork for the Property. This will include a Gas Safety Certificate, and Electrical Test Report (EICR) if applicable and not already supplied by the Landlord. The fee for the Gas Safe Certificate is £99 + VAT and the Electrical Test Report fee is £200 + VAT.
- We will arrange for a legally required Energy Performance Certificate (EPC) where not already supplied by the Landlord. The fee for this Certificate is £125 + VAT.
- We will arrange collection of the deposit and first months' rent and lodge the deposit with the Government approved Mydeposits deposit protection scheme.
- We will arrange a full third party provided inventory prior to the Tenant moving into their new home.
- We will arrange a full third party provided check-out report at the end of the tenancy. Check out report prices upon application dependent upon the size of the property.

- We will arrange for Rent collection on a monthly basis and issue Landlord statements.
- We will offer advice on Rent Protection packages available in the marketplace.
- We will conduct quarterly inspections of the property and furnish the Landlord with a photographic report.
- We will handle day to day Tenant enquiries matters arising thereupon.
- We will deal with all maintenance issues in liaison with the Landlord and provide three independent quotes where possible.
- We will handle any Deposit Disputes, Inclusive of Statutory Declarations for a fee of £150 Plus VAT.
- Submitting Form 4a rent increase £150 Plus VAT.

We will take care of every aspect of managing your property throughout the Tenancy, giving you total peace of mind. The fee for our Full Management Service is 14 % + VAT of the monthly rent and is due for the total duration of the Tenants stay in the property. Should the Landlord wish to terminate the contract at any time 2 months' notice to Jordan Marks Estates in writing is required and a fee being 1 months rent + VAT will be payable by the Landlord.