

# Full Management Service

**The Full Management Service offers a comprehensive property management scheme.**

## **How does it work**

At our expense we will advertise your property with the agreed rent level. We will conduct and accompany all prospective tenants during home viewings. Once we have found your prospective tenant we will request all necessary references. References are undertaken by Premier Homelets and include a full credit reference, electoral roll check, proof of residency and checks for County Court Judgements. References are also obtained from employers and previous landlords.

## **Legal Action**

We will assist in preparing and serving notices, liaise with the court and instruct a solicitor on any tenants should circumstances deteriorate and become necessary for eviction. However, all court costs and solicitor fees remain your responsibility.

## **Renewing Contracts**

This process will be undertaken free of charge.

## **Property Inspections**

To ensure your property is maintained at a satisfactory standard periodic inspections will be carried out and confirmed with a filed report.

## **Inventory of Property**

When your property becomes vacant we will prepare a full inventory. This will ensure a trouble free handover, when the property is eventually returned to you.

## **Maintenance Management Service**

If there is a maintenance problem, we will contact our local professional contractor to rectify it. Once the work has been completed the invoice will be deducted from your next month's rental income up to the value of £150. If we discover the necessary work will cost more than £150 we will do our best to inform you, the landlord, first in giving you the opportunity to resolve the problem by utilising your own resources. However if you wish Eastbourne Lettings to continue with the problem we will be only too pleased to assist, issuing the invoice direct to you upon completion.

## **Charges**

Commission is deducted monthly from rental payments. There are no other charges.