

# Schedule of Services

Description	Full Management	Let Only	Tenant Check	Tenancy Agreement & Deposit
Market valuation and rental price agreed	✓	✓		
Property write up and photography	✓	✓		
Internet & brochure advertising	✓	✓		
Displaying & removal of a 'To Let' board	✓	✓		
Telephone vetting prospective tenant(s)	✓	✓		
Accompanied viewings (evening & weekend)	✓	✓		
Online performance review	✓	✓		
Credit search	✓	✓	✓	
Reference searches	✓	✓	✓	
Identification Checks	✓	✓	✓	
Negotiation of lease details with tenants & landlord(s)	✓	✓	✓	✓
Preparation and signing of a tenancy agreement	✓	✓	✓	✓
Serving of notice	✓	✓	✓	✓
Insuring the deposit	✓	✓	✓	✓
Setting up of a standing order	✓	✓	✓	✓
Informing service providers & the Council	✓	✓	✓	
Rent collection & monthly statements	✓	1st month only	1st month only	1st month only
Preparation of an inventory	✓			
End of tenancy check out	✓			
Maintenance organisation and management	✓			
24 hour 'On Call' Service	✓			
Periodic property check	✓			
Arranging gas safety checks	✓ *			
Arranging an EPC	✓ *			

\* cost not included

First Floor, 32 Northgate, Hessle, East Yorkshire. HU13 9AA  
 Tel: 01482 645270  
 Email: info@cjpropertyservices.co.uk