



**Property Management
&
Administration Services
Rate: £25-£30/hr**

For Landlords currently managing their own properties and the completion of a rent find only:

- Source and Arrange:
 - Check-in's
 - Check-out's
 - Inventories
 - Maintenance requests
 - New/replacement appliances and install
 - End of tenancy cleans
 - Gas Inspections & Certificates
 - Energy Performance Certificate (EPC)
 - Electrical Installation Condition Report (EICR) Inspections & Certificates
 - Property Inspections – carry out and provide a report
 - Projects (tiered level fixed fees)
 - Multiple Maintenance
 - Decorating
 - Refurbishments
 - Administrative tasks
 - Email Management
 - Letters
 - Notices
 - Advice
 - General Legislation
 - Research current market value, trends etc

For Homeowners away from their own property and/or vacant properties in between tenancy agreements.

- Vacant Property Check Visits: (advance bookings)
 - Daily/Weekly home checks
 - Mail collation
 - Water Plants, inside and outside of the property
 - Hot tub maintenance – chemical levels only (property owner to provide products)
 - Dehumidify (property owner to provide a compliant and safe dehumidifier unit)
 - Post visit report/summary
 - Other reasonable requests for property care can be discussed for consideration.

Cost Example – Kitchen Refit

Fixed Project Management Fee of £500 covers approximately 20 hours

- Discuss customer requirements
- Reputable company & tradespeople search and contact, to include:
 - Kitchen company & designer/fitter
 - Builder (if required for any construction)
 - Electrician
 - Plumber
 - Plasterer
 - Decorator
 - Tiler
 - Carpenter
 - Obtain a copy of the Public Liability Insurance
- Liaise with customer and tradespeople regarding suitable dates/timescales
- Negotiate costs with provider (best price, discounts)
- Obtain Public Liability Insurance
- Provide customer with summary of total costs
- Arrange design appointments
- Arrange tradespeople appointments
- Arrange with tradespeople any additional materials that may be required
- Obtain design/colour scheme (i.e. Kitchen units, taps, sink, appliances, etc)
- Obtain quotations and forward to customer for discussion
- Source skip hire
- Arrange storage if required (e.g. sourcing storage boxes)
- Arrange furniture moving with a reputable provider if required
- Regular onsite visits for the duration of the project

Additional smaller projects are charged at £25 per hour