

Each Landlord requires a different level of service which can be tailored to your individual needs, but will broadly fit into the three packages given in the table below.

Landlord Service Options	Let Only	Partial Mgt	Full Mgt
• Rental market appraisal & advice on letting your property	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Accompanied viewings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Tenant applicant credit checks using a specialist referencing company	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Prepare a suitable tenancy agreement & obtain signatures	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Provide advice on compliance with safety regulations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Obtain security/damage deposit (up to 2 months rent) or other guarantee & comply with tenancy deposit regulations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Arrange for gas/electrical safety certificates, if required (The cost is the responsibility of the Landlord)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Arrange for an independent inventory & schedule of condition report (The cost is the responsibility of the Landlord)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Check-in of Tenants (The cost is the responsibility of the Tenant)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Assistance with transfer of utility accounts and council tax (Important: Please obtain the necessary approvals to let your property from your insurance company & your mortgage lender)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Collect & transfer net rental income by BACS to your account		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Issue monthly Landlord account statements by post or e-mail		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Manage/supervise the tenancy throughout the duration		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Check-out of Tenants (The cost is the responsibility of the Landlord)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Prepare schedule of dilapidations & assist in settlement of the security deposit		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Visit property regularly and issue property inspection reports			<input checked="" type="checkbox"/>
• Arrange for minor repairs & maintenance & settle contractors bills (We pay our contractors charges & deduct them from your rental income WITHOUT any mark-up)			<input checked="" type="checkbox"/>
• FREE rental guarantee and legal expense cover for the first 6 months (subject to approved reference checks being obtained)			<input checked="" type="checkbox"/>
• Refer a friend & you will receive one month's management FREE *			<input checked="" type="checkbox"/>

* Your friend must be a new client to BA Property Services and successful completion of a let of the property is required