

# Letting and Property Management Services

## WHAT'S INCLUDED

	Specialist Letting Only	Specialist Letting Plus	Full Management	Home Owner	FK Portfolio Club	Platinum
1 Initial visit to your property by an experienced Finders Keepers Manager	✓	✓	✓	✓	✓	✓
2 Assessment of your requirements and presentation of a marketing strategy to suit you	✓	✓	✓	✓	✓	✓
3 Discussion on rent level and advice on legal aspects of letting	✓	✓	✓	✓	✓	✓
4 Energetic marketing through your local office of Finders Keepers by specialist letting staff	✓	✓	✓	✓	✓	✓
5 Enhanced marketing through Finders Keepers' branch network	✓	✓	✓	✓	✓	✓
6 Prominent display on finders.co.uk of multiple photos, floor plan & EPC	✓	✓	✓	✓	✓	✓
7 Multi-listing with the very best property portals	✓	✓	✓	✓	✓	✓
8 Your property instantly notified to applicants by telephone, text message and email	✓	✓	✓	✓	✓	✓
9 Regular editorial and advertising by Finders Keepers in local and regional newspapers	✓	✓	✓	✓	✓	✓
10 Viewings accompanied by a member of our local letting team	✓	✓	✓	✓	✓	✓
11 Negotiation of all terms of the tenancy agreement	✓	✓	✓	✓	✓	✓
12 Comprehensive referencing procedure including a credit reference on your tenant	✓	✓	✓	✓	✓	✓
13 The bespoke Finders Keepers tenancy agreement, constantly updated with the latest legislation	✓	✓	✓	✓	✓	✓
14 Inventory and schedule of condition carried out by Finders Keepers' in-house specialists	✓	✓	✓	✓	✓	✓
15 Finders Keepers Block Insurance available at excellent rates	✓	✓	✓	✓	✓	✓
16 Holding of the tenant's deposit, registering it with the TDS, and administration of its release	✓	✓	✓	✓	✓	✓
17 Service of the correct legal notice as the tenancy end approaches, if required	✓	✓	✓	✓	✓	✓
18 Negotiation by Finders Keepers of applicable new rent level if the tenancy is renewed	✓	✓	✓	✓	✓	✓
19 Automatic re-marketing at least 2 months before the existing tenant leaves	✓	✓	✓	✓	✓	✓
20 Continuing expert advice from Finders Keepers as necessary	✓	✓	✓	✓	✓	✓
21 Property maintenance and emergency repairs carried out by the landlord	✓	✓	Optional			
22 Rent collection by direct debit with rent transferred into your account electronically		✓	✓	✓	✓	✓
23 24 hour online access for landlords to your property account		✓	✓	✓	✓	✓
24 Printed annual statement for you and /or your tax advisor		✓	✓	✓	✓	✓
25 Finders Keepers transfers utilities and council tax at all changes of occupant			✓	✓	✓	✓
26 Check-in of your tenant by your Property Manager from your local office			✓	✓	✓	✓
27 Check-out of your tenant by your Property Manager at end of tenancy			✓	✓	✓	✓
28 Inspections of your property, with photographs for reassurance or to spot developing issues			2-3	3-4	2-3	3-4
29 Negotiation of the deposit allocation, and handover to the TDS, should this become necessary			✓	✓	✓	✓
30 Finders Keepers maintain your property using our own skilled, proven contractors			✓	✓	✓	✓
31 Administering claims on Finders Keepers Block Insurance with our unique mandate up to £2500			✓	✓	✓	✓
32 24-hour Finders Keepers emergency helpline for the peace of mind of your tenant			✓	✓	✓	✓
33 Annual Property Appraisal meeting on-site with office manager, at your request			✓	✓	✓	✓
34 Seamless management of upgrades and refurbishment with Bricks & Mortar and Decorum			✓	✓	✓	✓
35 Project management of the sale of your property via our relationships with the best local estate agents			✓	✓	✓	✓
36 Vacant property management between lets, should this be necessary			✓	✓	✓	✓
37 Invitation to Finders Keepers' 'Club FK' events and seminars				✓	✓	
38 Expert updates on the rental market and nationally relevant trends/new legislation etc.				✓	✓	
39 Bespoke statistical reporting based on your portfolio's Key Performance Indicators				✓	✓	
40 Annual sales valuation of your portfolio with advice about upgrades, investment and disposals				✓	✓	
41 Notification of property investment opportunities exclusive to FK Portfolio Club and Platinum clients				✓	✓	
42 Locum service – Whatever needs to be done, we will handle it for you, subject to our discretion. This can include organising airport collection, school visits, PA or valet service						✓
43 Discount on Finders Keepers Block Insurance						✓
44 Annual one-to-one meeting with a director of the business, at your request						✓