

**The Full Management Service includes:**

1. Preparation and display of window and wall displays within the office.
2. Property details with internal and external photographs on our web site.
3. Local advertisements & event sponsoring.
4. Listing on property details handed out to potential tenants.
5. Advertising your property on our in house display monitor (showing internal and external photographs).
6. Preparing the Tenancy Agreement and corresponding Notice necessary for the Landlord to gain protection from the relevant Housing Acts.
7. Preparing and obtaining additional security by means of a guarantor for each student, unless agreed otherwise by the Landlord.
8. Collecting the monthly, or termly rents where applicable, and paying over to the Landlord monthly less any fees or expenses due or incurred for the period. Payments will be made by direct bank transfer together with a detailed rent statement at the end of each calendar month.
9. Co-ordination of repairs or maintenance including arranging for tradesmen to attend the Property and obtaining estimates where necessary, and settling accounts from rents received.
10. Regular inspections of the Property are carried out on a quarterly basis. Responsibility for and management of empty property is not normally included, and will only be carried out by special arrangement.
11. Carrying out a full property inspection and inventory check at the end of the tenancy and dealing with matters relating to unfair wear and tear before releasing the tenant's deposit.
12. Taking a deposit from the tenant to be registered with ' The Dispute Service' until the end of the tenancy when the Property and contents have been checked for unfair wear and tear.

**The Part Management Service includes:**

1. Preparation and display of window and wall displays within the office.
2. Property details with internal and external photos on our web site.
3. Local advertisements & Event Sponsoring.
4. Listing property details handed out to potential tenants.
5. Advertising your property on our in house display monitor (showing internal and external photographs).
6. Preparing the Tenancy Agreement and corresponding Notice necessary for the Landlord to gain protection from the relevant Housing Acts.
7. Preparing and obtaining additional security by means of a guarantor for each student, unless agreed otherwise by the Landlord.
8. Collecting the monthly, or termly rents where applicable, and paying over to the Landlord monthly less any fees or expenses due or incurred for the period. Payments will be made by direct bank transfer together with a detailed rent statement at the end of each calendar month.
9. Carrying out a full property inspection and inventory check at the end of the tenancy and dealing with matters relating to unfair wear and tear before releasing the tenant's deposit.
10. Taking a deposit form the tenant to be registered with 'The Dispute Service' until the end of the tenancy when the Property and contents have been checked for unfair wear and tear.

**The Introductions and Advertising service includes:**

1. Preparation and display of your property on our window/wall displays within the office.
2. Preparation and display of your property on our website.
3. Listing on property lists handed out to potential tenants.