

Service	Level 1	Level 2	Level 3	Tenant Find
Market appraisal	X	X	X	X
Take photographs	X	X	X	X
Market property online and inhouse matching	X	X	X	X
Accompanied viewings	X	X	X	X
Interview and assess applicants, Inc full credit and reference checks	X	X	X	X
Professional Independent Inventory	X	X	X	Additional
Set up Tenancy Agreement*	X	x	x	Additional
Register deposit with DPS*				
Liaise with Council Tax and Utilities	X	x	x	
Regular property inspections and report to Landlord	x	X		
Maintenance issues hand over		x	x	
On call for maintenance issues 24/7	X			
Liaising with contractors /tenants/ Landlords to complete maintenance issues	X			
Invoicing Tenants for rent, collecting and paying to Landlord. Inc monthly statement	X	x	x	
Chase and deal with outstanding arrears	x	x	x	
Ongoing advice and recommendation	X			