

riverside residential Property Services

Management Takeover Service

This service allows self-managing landlords and landlords using the services of another agent to transfer their property and existing tenant to our Fully Managed Service. This Service is an add on to the Let Only Service. Please see Schedule 2 for costs.

This service includes the following:

1. Advice and guidance on our Fully Managed Service.
2. Initial property visit – Ensuring you are fully protected against any risks associated with the letting of a property.
3. Introduce our company to the tenant/s.
4. Familiarise ourselves with the property.
5. Legislation and compliance check of the property.
6. Assess the property for any maintenance issues.
7. Check smoke and carbon monoxide alarms.
8. Complete a full inspection report including photographs.
9. Property Review – An assessment of the performance of your property, to review if any changes or improvements could be made to maximise your income levels, rent charged or rate of return.
10. Advising and organising of any expired Gas Safety Certificates, Energy Performance Certificates and Electrical Certificates.
11. Liaising with any third parties to assist with the collection of any necessary paperwork relating to the tenancy such as an inventory report, maintenance log.
12. Deposit placement with Tenancy Deposit Service (TDS) and assurance of the correct paperwork within 30 days of the tenancy commencement date in accordance with The Deregulation Act (2015).
13. Preparing and signing as Agent for The Owner a standard Assured Periodic Tenancy agreement in accordance with current law and arranging signature by the tenant/s.
14. Issuing the correct documentation.
15. To Ensure that the agent is given a full set of keys for them to retain and a full set of keys for each named tenant(s). (Additional keys will be chargeable).