

PROPERTY MANAGEMENT

FOR TOTAL

PEACE

OF MIND

PROPERTY Management Service



Greene & Co. understand that sometimes running a tenanted property can take up more of your time than anticipated.

We can therefore provide a dedicated team to assist with the day-to-day management of your property. Our team is trained to deal with everything from leaky taps to adhering to the latest regulations. We are therefore able to give you, your property and your tenants a complete package.

Increasingly, both private and corporate tenants are demanding professionally managed lets, which is just one reason why our tailor-made, comprehensive Property Management is an essential part of our lettings service. After finding the right tenant for you, we look after them, and you, throughout the tenancy.

Quality of Personnel

We understand that we are dealing with people's homes and therefore our staff are not only professional but also caring and understanding when dealing with personal matters. Our dedicated Property Management team have been chosen based on these qualities and are consequently highly regarded by their clients and by tenants.



Communication

We appreciate that every client is different and may have a certain preference as to how they wish to receive updates about their property, so you can choose to do so via email, telephone or letter. In addition, each of our offices has a dedicated Property Manager who will be happy to assist you with any query.



Visiting the Property

Property Management cannot be carried out from the office alone. Our team will therefore visit your property and manage maintenance matters before they have a chance to escalate.

Consultants

Greene & Co. work with a full range of consultants and specialists covering general maintenance, lifts, boilers, mechanical and engineering works, asbestos removal and other skilled trades, so that any works required can be carried out quickly and efficiently. Our expert consultants can also advise on modernisation and refurbishment programmes in order to maximise rental income.



Out of Hours Service

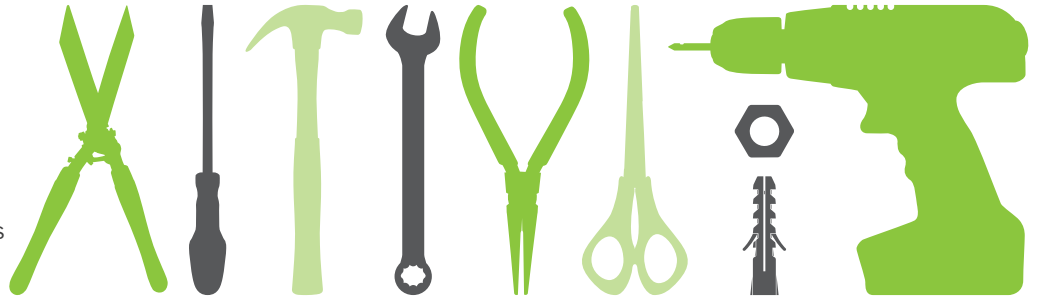
With Greene & Co. you will never have to deal with a call centre. Our new online system allows tenants to log their maintenance issues via a quick and easy form on our website. This means we can streamline the way we deal with issues and manage response times very effectively.

The Service

Our Property Management service provides a full range of specialist assistance for a monthly fee of 6% + VAT.

The service includes:

- Rent collection
- Registration of the tenant's deposit with a Tenancy Deposit Scheme
- Organising inventory check-in and check-out in line with the tenancy terms
- Organising cleaning at the beginning and end of the tenancy in line with the tenancy terms
- Organising annual gas safety check and certificate
- Arranging for a PAT test to be carried out on all electrical appliances in the property in line with the tenancy terms
- Liaising with the tenant on behalf of the landlord
- Sending monthly financial statements to the landlord
- Paying insurance, rates and service charges on the landlord's behalf when demands are forwarded to Greene & Co.
- Handling insurance claims on the landlord's behalf
- Coordinating any pre-tenancy requirements such as furniture orders, maintenance matters, etc.
- Coordinating the deposit release and any resulting disputes at the end of the tenancy
- Communicating any matters arising during the tenancy to the landlord
- Coordinating and managing contractors and any maintenance works
- Chasing rent arrears
- Serving notices when required



“ The service we receive from our Property Manager is nothing short of outstanding. We have just one property under management but the level of service provided could be expected for a much larger portfolio. They go above and beyond, delivering a consistently high and professional level of service. ”

Paul Accornero, Landlord

For more information contact our experienced Property Management team.

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