



KEMPTONS

RITZBURY HOUSE BRIDGEFOOT GREEN STREET SUNBURY ON THAMES MIDDLESEX TW16 6QA
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Below is a chart that might help you decide what kind of service Kemptons could provide for you:

LET ONLY VS FULL MANAGEMENT	LET ONLY	FULL MANAGEMENT
COMPREHENSIVE MARKETING	•	•
FINDING A TENANT	•	•
OBTAINING REFERENCES	•	•
DRAWING UP THE TENANCY AGREEMENT	•	•
ORGANISING ELECTRICAL INSPECTION		•
ORGANISING GAS INSPECTION		•
ARRANGING THE CHECK IN		•
COLLECTION OF RENT		•
TRANSFER OF UTILITIES		•
KEYHOLDING SERVICE		•
ARRANGING PAYMENT OF OUTGOINGS		•
ARRANGING REPAIRS AND MAINTENANCE		•
24 HOUR CALL OUT SERVICE		•
TWO MANAGEMENT INSPECTIONS A YEAR WITH REPORTS		•
MANAGING THE CHECK OUT PROCESS		•
ADVISING ON DEPOSIT DEDUCTIONS		•
MANAGEMENT WHILE THE PROPERTY IS VACANT		•