



**PKC  
LETS**



PERTH &  
KINROSS  
COUNCIL

# Management Services

	Let Only	Comprehensive Management
Property inspection <sup>1</sup>	✓	✓
Rent valuation	✓	✓
Record of Condition/Inventory	✓	✓
Photographs and marketing	✓	✓
Deal with enquiries	✓	✓
Arrange tenant referencing and affordability checks	✓	✓
Organise and carry out viewings	✓	✓
Provide shortlist of suitable applicants (for you to select a tenant)	✓	✓
Prepare and arrange signing of Tenancy Agreement	✓	✓
Prepare Rent Deposit Guarantee paperwork	✓	✓
Lodge deposit with Safe Deposit Scotland	✓	✓
Supply tenant with copies of EPC, EICR and gas safety certificate (if applicable) <sup>2</sup>	✗	✓
Manage rent and deposit payments	✗	✓
Transfer of rental income	✗	✓
Complete Housing Benefit application forms (if applicable)	✓	✓
Take action if rent is unpaid	✗	✓
Support tenants and landlords with any change of circumstances	✓	✓
3 monthly property inspection	✗	✓
Report repairs to landlord (repairs can be arranged on your behalf at your request)	✗	✓
24 hour emergency repairs contact	✗	✓
No commission or fees added to repairs invoices	✗	✓

(continued overleaf)

<sup>1</sup> Property must meet the Repairing Standard. The Team can advise on any work that needs to be done.

<sup>2</sup> Landlord must supply copies of all certificates prior to marketing. If you do not have these we can arrange these for you and you will be recharged the cost of this (no fees will be added to the contractors' invoices).

(continued)

	Let Only	Comprehensive Management
Serve Notice to Quit/Notice to Leave, to bring tenancy to an end, if required	✗	✓
Key holding	✗	✓
Arrange checkout inspections	✓	✓
Deposit negotiations	✓	✓
Notify Council Tax of tenancy changes	✓	✓
Support tenant with utility supplies	✗	✓

- ✓ **No upfront costs for landlords for any services.**
- ✓ **Provide free advice to any landlords on regulations in the private rented sector - no obligation to use any of our services.**
- ✓ **Comprehensive management services available for existing or new tenancies.**

Ultimately our aim is to help you find a suitable tenant who is happy with the property, and able to sustain their tenancy in the long-term, to minimise your costs, and allow a family to settle in their home.

We recognise that not all landlords are the same and we will tailor any services to suit your needs. Please enquire for any particular help that you need.

If you or someone you know would like a copy of this document in another language or format, (on occasion, only a summary of the document will be provided in translation), this can be arranged by contacting the Customer Service Centre on 01738 475000.

You can also send us a text message on 07824 498145.

All Council Services can offer a telephone translation facility.