

PSRA Guidance - Activities which can be carried out as Letting Management

(Please note that this list is not exhaustive and can be added to or amended to reflect the unique nature of each property. This Appendix is **NOT** part of the property services agreement and is included by way of information.)

DURING TENANCY

- Arrange for rent collection and remittance to landlord within [specify time]
- Carry out inspections of the property every [state frequency]
- Furnish Client with inspection report together with photographs of the interior and exterior of property
- Act as the point of contact for tenants in relation to all repairs and maintenance and arrange as necessary for:
 - Repairs/replacement of damaged items
 - Maintenance of essential items and services
 - Window cleaning
 - Internal cleaning
 - Grounds maintenance
 - Other maintenance [as specified]

AT END OF TENANCY

- Retrieve the keys from the tenant.
- ([Change] or [Arrange to change])* the security alarm codes.
- Note the readings on the [gas/electricity/water/utility] meters.
- Carry out an inspection of the property (noting any visible changes from the initial condition).
- Photograph the interior and exterior of the property.
- Check the inventory of the contents of the property.
- Invite tenant to include their observations on the inventory/condition of the property/the readings from the utility meters.
- ([Request] or [Arrange for the request of])* the final accounts for various utilities.
- Assess the extent of repairs/maintenance work necessary and advise client accordingly.
- Calculate the amount, if any, of the “tenancy deposit bond” to be deducted to cover breaches of the tenancy and appraise Client.
- Other [to be specified]