

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

(Please note that this list is not exhaustive and can 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.)

- Carry out an inspection of property to determine Advised Letting Value.
- Photograph the interior and exterior of the property for the purpose of establishing its condition.
- Market/advertise the property.
- Show property to prospective tenants.
- Request references/screen prospective tenants/request guarantor (*Delete as necessary*).
- Agree an inventory of the contents of the property with the tenant.
- Supply a copy of the inventory to the tenant.
- Get tenant to acknowledge accuracy of inventory and sign it.
- Get the lease, provided by the Client, signed by the tenant and give the keys (and the property security alarm instructions) to the tenant.
- Give the tenant a copy of the “house rules” (when the property is part of a multi-unit development)
- Read [gas/electricity/water/utility] meters and transfer those utilities into the tenant's name.
- Notify the tenant of waste disposal arrangements.
- Notify the tenant of the arrangements for services such as broadband, telephone, television.
- Notify the tenant of contact details for repairs and maintenance.
- Notify the tenant of arrangements for rent payment.
- Accept the “tenancy deposit bond”.
- Accept any advance of rent.
- Register the tenancy with the Private Residential Tenancies Board on behalf of the Client.
- Other [to be specified].