

JUSTIN'S HOMES LTD

PROPERTY MANAGEMENT SERVICES

Professional, reliable and practical property management for landlords and property owners. We manage the day-to-day responsibilities of your tenancy, keep you informed about important matters, and help protect your rental investment.

FULL MANAGEMENT FEE: 9.5% - 10% OF RENT COLLECTED

The agreed percentage depends on the property and level of management required and will be confirmed in the Property Management Agreement.

Rent Collection & Monitoring

- Collection and monitoring of monthly rent
- Following up late or missed payments and rent arrears
- Landlord payment updates and statements where applicable

Tenant Referencing & Agency Checks

- Identity verification and appropriate tenant screening
- Right to Rent checks where legally required
- Employment, income and affordability checks
- Previous landlord/reference checks
- Credit/reference checks where applicable
- Referencing is carried out or coordinated by our agency before tenancy approval, subject to the landlord's instructions and legal requirements.

Tenant Management & Communication

- Acting as a main point of contact for tenants
- Responding to routine enquiries and reported problems
- Managing day-to-day tenancy communication and keeping the landlord informed

Property Inspections

- Arranging periodic property inspections
- Monitoring the general condition of the property
- Identifying maintenance concerns and reporting significant issues to the landlord

Repairs & Maintenance Coordination

- Receiving maintenance reports and arranging appropriate contractors
 - Obtaining quotations where necessary and coordinating access
 - Following up works and updating the landlord
- Contractor labour, materials, replacement items and repair costs are normally payable separately by the landlord.

Tenancy Administration

- Maintaining tenancy records and important communications
- Supporting renewals and routine tenancy administration
- Coordinating agreed check-in and check-out arrangements

Compliance Support

- Helping to coordinate Gas Safety, EICR and EPC requirements
 - Monitoring smoke and carbon monoxide alarm requirements and other relevant property safety matters
- Certificate and third-party inspection charges are separate unless specifically agreed.

Arrears & Tenancy Issues

- Following up outstanding rent and recording tenancy breaches
- Reporting serious concerns to landlords
- Providing initial management support where further action may be required

Solicitors, court proceedings, possession action and bailiff costs are not included in the standard management percentage.

Landlord Consultation & Support

Our service goes beyond rent collection. Justin's Homes Ltd provides ongoing management consultation and practical support with tenancy management, property presentation, maintenance planning, contractor coordination, rental matters and preparing properties for new tenants.

Additional Costs

Major repairs, refurbishment, contractor charges, replacement appliances or furniture, specialist cleaning, professional inventories, safety certificates, legal fees, court fees and other third-party or specialist services are normally charged separately. Any substantial work outside the agreed management service may be quoted separately.

JUSTIN'S HOMES LTD
Company No. 10445513

Registered Office
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All services are subject to the individual Property Management Agreement and applicable terms and conditions.