

Full Management Service



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lpgproperty.com

www.lpgproperty.com

LPG PROPERTY MANAGEMENT

This is a complete and comprehensive service, which includes the following

1. PERSONAL SERVICE

This is the most important part of the service offered by LPG Property. We are a family business living locally and have gained experience from letting our own properties for over 15 years. We are not Estate Agents therefore we can concentrate all our efforts into managing your property.

As a Past Chairman of LANI (Landlords Association Northern Ireland) this ensures that we are fully aware of pending legislation changes and in a position to advise accordingly. No longer can you just purchase a property and just let it.

The NI Housing Order (2003) has changed that. The order requires that all Properties that are rented to MORE THAN 2 PERSONS UNRELATED must be registered with the Housing Executive and then licensed. Once licensed the Owner/Agent has to perform a range of tasks that ensure that they comply with the terms of the licence.

2. APPRAISAL OF PROPERTY

Advice on rental charges

Guidance on contents required e.g. furnishings etc

Preparing checklist of property

Sorting and listing keys where necessary

3. LETTING

Supplying and erecting signs

Press advertising when necessary

Maintenance of our web page

Maintenance of property listing on Property Pal web-page

Finding the RIGHT tenants for your property

PERSONALLY showing prospective tenants around property

Taking up references when required

Preparation of Lease Agreement/all legal documentation (Guarantor's etc.)

Furnishing tenants with all notices as required by the Housing Act NI 2011

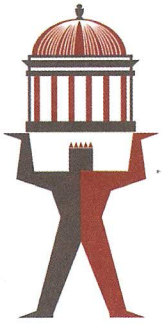
Collection of Deposit Bond to be held by L.P.G. until end of tenancy

4. OCCUPATION

Checking inventory (supplied by owner) with tenant

N.I.E. Metre reading and dipping oil tank

Showing new tenant into property and explaining different functions central heating, shower etc.



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5. INSPECTIONS

At regular intervals whilst tenant is in residence we will contact them to arrange inspection as per tenancy agreement. However if they cannot be there we will still carry out the inspection at an agreed time with them.

6. RENT COLLECTION

Collecting rent which will be forwarded to the landlord less any charges with A statement each month/term. Any arrears are pursued by written requests personal contact and if necessary by letter to guarantors where applicable. Ensuring that all paperwork is in order in the event that you have to take legal action to recover rent arrears.

7. MAINTENANCE

Should any maintenance work be required we can undertake to arrange this. Repairs up to the value of £ 50 per item carried out as required. For repairs over this we would contact the owner and submit quotations for approval. All invoices for repairs are sent with the statement.

8. TENANT CHANGE

Checking the tenants out of the property at the end of their tenancy. Collecting keys and making sure property is secure. Informing owner that property can be inspected. Returning deposit to tenant after owner has agree that everything has been checked and in working order. If the property needs cleaned or some repairs this can be arranged.

9. HOUSING EXECUTIVE COMPLIANCE

Arranging annual inspection/service of Fire Detection Systems and obtaining Necessary certificates to comply with HMO yearly self-certification

Monitoring of rubbish disposal/collection.

SUPPLYING 24 hr. Emergency Tel no.

Dealing with Anti Social Behaviour of Tenants/Guests of Tenants

10. INSURANCE

We would strongly advise owners to inform their current insurers that the property is for letting, as their existing policy may NOT offer adequate cover.

OWNERS SHOULD ALSO ADVISE THEIR MORTGAGE COMPANY OF THEIR INTENTION TO LET.

