



Balloon Professionals

Full Management Plan

13.2% of the monthly rent incl VAT with a £300 (excl VAT) setup fee – NO ADDED EXTRAS

Instructing an agent to manage your property is a huge decision and one that can be very stressful. The reality is you're trusting one of your most valuable assets with a company you may never have worked with before and that can be scary. Property management is a responsibility that we take incredibly seriously and we promise complete support from start to finish with any matters relating to the property, tenants or tenancy.



As with our Let Only Service we place a huge amount of emphasis in finding the right person for your property. Once you confirm you're happy with our selection, you will then step back, safe in the knowledge that we will manage your interests in line with all the ever-changing industry rules and legislation and most importantly that we will always be available if you should need us.

Sit back, relax and enjoy the view

Please see a full list of everything included within our Fully Managed Plan below:

- An initial consultation and rental appraisal of your property with a view to helping prepare the property for marketing and to maximise your return
- A risk assessment that will ensure you are meeting all your legal obligations as a landlord in the UK
- Access to our database of corporate clients and our connections with relocation agents in Bristol
- Comprehensive and high-quality marketing of your property across Rightmove, Zoopla and over one hundred other affiliate property portals
- Market leading photography of your property
- Access to a community of tenants we have built through our Instagram advertising campaigns – we have one of the biggest followings of any letting agencies in the city
- Tenant interviewing and selection which includes honest feedback on everyone who views your property
- Weekly feedback on the performance of your property on Rightmove and on ever changing market conditions
- Fully comprehensive tenant referencing completed in partnership with Rightmove tenant referencing
- Preparation and signing of the assured shorthold tenancy agreement
- Assistance in having your tenants set up a standing order to pay their rent each month
- Professional check in which will be carried out by one of our qualified team members
- Ongoing transfer of your monthly rent to a nominated account (within one to two working days)



- Sending a detailed monthly statement of account so you always know how much rent to expect each month
- Chasing any late rent payments from your tenants and pursuing guarantors where necessary
- Negotiating extensions of tenancy at no extra cost to you
- Providing your tenants with all the compliance certificates that are relevant for your property along with the 'How to Rent' guide
- Checking that all smoke and carbon monoxide alarms are in working order on day one of any new tenancy
- Handling utility and council tax changeovers along with supplying meter readings
- Agreed periodic inspections of your property
- We will be the main point of contact for your tenants for maintenance issues, with you being able to take a step back from the day to day management of your property
- Issuing section 21 notices where required
- Issuing section 13 notices to raise rent where required
- Liaising with block management companies where this is relevant
- Dealing with maintenance issues at your property in partnership with our list of trusted contractors
- Professional check out of your tenants at the end of the tenancy
- Assistance in dealing with any deposit disputes at the end of the tenancy
- Sending deposit protection certificates to your tenants along with the accompanying prescribed information

We understand that property management sometimes requires bespoke terms so if need anything that isn't listed on this document, then please let us know. [Welcome to the Balloon Letting Co family!](#)

Aside from the above, there are some optional extras that we can arrange for you on request, please note the items that are * are mandatory with management:

Optional Extra	Cost (inc. VAT)	Mandatory or Recommended
Gas Safety Certificate*	£72	Mandatory
Energy Performance Certificate*	£55	Mandatory
Electrical Installation and Condition Report*	POA	Mandatory
PAT Testing	£72	Recommended
Deposit Protection with the TDS Insured Scheme*	£48 incl VAT	Mandatory
Professional Inventory	POA	Mandatory



www.balloonlets.co.uk
Trym Lodge, 1 Henbury Road, Westbury on Trym, BS9 3HQ
0117 287 0015 • hello@balloonlets.co.uk

