

For all Landlord we provide two levels of services which are detailed below.

Fully Managed Service & Tenant Find Service

Fully Managed Service – 12% +VAT (with the option to pay monthly or pay upfront)

This service includes the following

- Marketing your Property on our Website and established Portals
- Sending your property Details to our extensive in house Data Base of professional Tenants
- Conducting viewings with Pre-Vetted professional Tenants
- Present all offers to you; for you to agree which offer you would like to proceed with
- Conduct full extensive Referencing on the prospective Tenant/s
- Draw up the AST Contract between yourself and Tenant – (subject to satisfactory Referencing)
- Arrange between yourself and tenant a suitable time/date for Tenant/s to Move into the Property
- We will carry out and conduct a full inventory of your property stating items and its condition. We will also photograph extensively all items and condition upon handing the property over to the new Tenant
- We will note down the meter Readings for all utilities present at your property. (Please note: Diamond Move will update and advise all Utility companies and local Authority associated with your property with regards to the New Tenants details)
- Once the tenancy is in Force – we will actively collect the Rent every month and BACS payment the rent into your account.
- We will manage any issues that may arise at your property on your behalf. If we need to send in our contractor, you will be advised of this in advance. Should the issue be your responsibility to resolve/fix we will obtain the quotes on your behalf and present them to you for approval to carry out the maintenance Please Note: We WILL NOT carry out any works without your prior approval in writing (email correspondence will be deemed acceptable)
- Every Three months we promise to carry out an inspection of your property to ensure the property is being well looked after and your tenant is happy. We will then email you giving a full detailed report of the inspection carried out.
- When the time comes where the tenant wishes to Vacate – We will organise with the tenant to attend and carry out a moving out process. You are more than welcome to attend as well. We will note down the closing meter readings and submit them to the relevant companies advising of the tenant that has vacated.

Renewal of Fully Managed Service (having the same tenant in the property) – is charged at a reduced monthly rate of 8% +VAT charge monthly.

Tenant Find Service – 8% +VAT

This service includes the following

- Marketing your Property on our Website and established Portals
- Sending your property Details to our extensive in house Data Base of professional Tenants
- Conducting viewings with Pre-Vetted professional Tenants
- Present all offers to you; for you to agree which offer you would like to proceed with
- Conduct full extensive Referencing on the prospective Tenant/s
- Draw up the Contract between yourself and Tenant – (subject to satisfactory Referencing)
- Arrange between yourself and tenant a suitable time/date for Tenant/s to Move into the Property
- We will carry out and conduct a full inventory of your property stating items and its condition. We will also photograph extensively all items and condition upon handing the property over to the new Tenant
- We will note down the meter Readings for all utilities present at your property. (Please note: it will be your responsibility to update and advise all Utility companies and local Authority associated with your property with regards to the New Tenants details)

Renewal of Tenant Find Service

Once the first year has completed. You do not have to pay another fee to Diamond Move. However should you require us to draw up a new contract we will charge a fixed fee of £99 +VAT. (Only applies if the same tenant stays on at your property. Should the tenant vacate and you instruct Diamond Move to find a new tenant; normal fees apply)