

Full Management Service

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 20 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 and registering with TDS NI

4. OCCUPATION

Checking inventory (supplied by owner) with tenant
Power NI Metre reading and dipping oil tank
Showing new tenant into property and explaining different functions central heating, shower etc.

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.



39 Prospect Road
Portstewart
Co. Londonderry
BT55 7NG
Tel/Fax: 028 7083 3641
Mobile: 07500 115000
E-mail: paul@
lpgproperty.com
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LPGA PROPERTY MANAGEMENT

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. 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.

11. INLAND REVENUE

Prepare and submit returns to Inland Revenue on revenue collected as required. Figures sent to owner for agreement 1 month before we make return. Returns are made 1-YEAR IN ARREARS.

12. EMERGENCIES

24-hour service to deal with all problems burst pipes broken windows etc. Available for LOST/FORGOTTEN keys. (Late on Sunday night in particular)



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13. FEES

Long Term Tenant - The charge for our service is an annual £60 registration fee and 10% + VAT of monies collected.

Student Tenant - The charge for our service is an annual £90 registration fee and 15% + VAT of monies collected.

Our income comes from managing your property properly.

No rent – No Income.

Paul Curry