

PROPERTY MANAGEMENT

For total peace of mind.



urbanspaces
www.urbanspaces.co.uk



WELCOME TO URBAN SPACES PROPERTY MANAGEMENT



We understand that sometimes running a tenanted property takes up much more of your time than anticipated.

We can provide a dedicated team to assist with the day-to-day management of your property. Our team is trained to deal with everything from leaky taps to adhering to the latest regulations.

Increasingly, both private and corporate tenants are demanding professionally managed lets, which is just one reason why our tailor-made, comprehensive Property Management package is an essential part of our lettings service. After finding you the right tenant, we look after both you and them throughout the tenancy.

Quality of Personnel

We understand that we are dealing with people's homes and therefore our staff are not only professional and qualified, but also empathetic when dealing with personal matters. Our dedicated Property Managers have been carefully selected based on these qualities and consequently they are highly regarded by both our clients and tenants.





Communication

We appreciate that every client is different and may have a certain preference as to how they wish to receive updates about their property, so you can choose to do so via email, telephone or post.

Visiting the Property

We understand that Property Management cannot be carried out from the office alone. Our team will therefore visit your property at regular intervals and manage maintenance matters before they have a chance to escalate, avoiding excessive and avoidable expenses.

Contractors

Urban Spaces work with a full range of service providers and specialists covering general maintenance, boilers, mechanical and engineering works, asbestos removal and other skilled trades, so that any works required can be carried out quickly and efficiently. Urban Spaces approved contractors are required to meet our strict insurance and accreditation requirements, as well as provide competitive rates which we benchmark against current market rates. Our expert consultants can also advise on modernisation and refurbishment programmes in order to maximise rental income.

Out of Hours Service

We offer a specialised call handling service which allows tenants to highlight any maintenance issues. This means we can streamline the way we deal with issues and manage response times even more effectively, 24 hours a day including public holidays.





The Service

Our Property Management service provides a full range of specialist assistance for an affordable monthly fee.

The service includes:

- ✓ Rent collection
- ✓ Registration of tenant's deposit with a Tenancy Deposit Scheme
- ✓ Pre-tenancy inspections - so tenants can move-in - stress-free
- ✓ Inventory check-in and check-out*
- ✓ Cleaning at the beginning and end of tenancy*
- ✓ Annual gas safety check and certificate*
- ✓ PAT test on all electrical appliances*
- ✓ All communications with the tenant
- ✓ Production of monthly financial statements
- ✓ Handling of insurance claims
- ✓ Coordinating pre-tenancy requirements such as furniture orders, maintenance matters, etc.
- ✓ Managing the deposit release and any disputes at the end of the tenancy
- ✓ Overseeing any issues during the tenancy
- ✓ Chasing rent arrears
- ✓ Coordinating and managing contractors and any required maintenance work
- ✓ Serving notice/s when required

* carried out by vetted local tradespeople at competitive rates

For more information contact:

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