

DAVID  
BURR

# Letting & Management Services

## Full Management

Our fully managed service gives you absolute peace of mind that your property is being reliably and consistently looked after whilst adhering to ever changing regulations.

Our fully managed service consists of the following:-

- Marketing
- Access to your dedicated PropertyFile dashboard
- Tenancy Agreement
- Inventory & Schedule of Condition\*
- Signatures/Handover
- Collection of damage deposit and insurance with The Deposit Protection Service
- Professional start of tenancy clean\*
- Safety Certificates\*
- Advise utility companies/Council of new tenant
- Monthly rent collection and production of Landlord statements
- Rent arrears
- Renewals\*
- Regular inspections
- Deal with any maintenance issues using our database of fully qualified, insured trades
- 24/7 emergency maintenance line
- Safety certificate renewals\*
- Check out inventory\*
- Deposit deductions and DPS arbitration

*\* These services may incur an additional charge*



Our fee for letting your property and providing a **Fully Managed Service** is  
**80% of one months rent + VAT** and **12% of one months rent per calendar month + VAT**.

## Rent Collection

Should you require rent collection only, this can be provided through our 'Rent Collection' service.

Our fee for letting your property and providing rent collection is **80% of one months rent + VAT** and **8% of one months rent per calendar month + VAT**. Additional services charged separately.

## Let Only

Our fee for introducing a tenant to your property, undertaking the preparation of details, marketing and advertising the property is one months rent + VAT.

### BURY ST EDMUNDS

01284 725525

bury@davidburr.co.uk

### CASTLE HEDINGHAM

01787 463404

hedingham@davidburr.co.uk

### CLARE

01787 277811

clare@davidburr.co.uk

### LEAVENHEATH

01206 263007

leavenheath@davidburr.co.uk

### LONDON

0207 839 0888

london@davidburr.co.uk

### LONG MELFORD

01787 883144

melford@davidburr.co.uk

### NEWMARKET

01638 669035

newmarket@davidburr.co.uk

### WOOLPIT

01359 245245

woolpit@davidburr.co.uk



davidburr.co.uk