

# 111

## Things A (Compliant) Managing Agent Does Which You Didn't Know About

- Access
- Accompanied viewings
- Advert write ups
- Annual landlord tax reports
- Anti Money Laundering (AML) regulations
- Applicant prospecting
- Applicant screening/qualification
- Appointment confirmation
- ARLA membership
- Arrears management
- Bank reconciliation
- Blogging
- Board management
- Booking viewings
- Building control advice
- Buy to let advice
- Call handling
- Carbon monoxide detector testing
- Check ins
- Check outs
- Check out follow up works
- Client account audits
- Client accounting
- Client Money Protection insurance
- Consumer Protection Regulations (CPR)
- Content marketing
- Contractor compliance and liability
- Contractor sourcing
- Council notifications
- Court appearances
- Deposit negotiations
- Deposit prescribed information
- Deposit registration
- Deposit returns
- De-Regulation Act compliance
- Dilapidation management
- Dressing and staging service
- Dwell-leeds.com
- Electrical certificates

- Electrical safety compliance
- Email marketing
- Emergency lighting servicing (HMO)
- Employers liability insurance
- EPC's arranged
- Expert local knowledge
- Fire alarm checks (HMO)
- Fire alarm servicing (HMO)
- Fire safety
- Furnishing service
- Gas certificates
- Gas safety compliance
- Health & Hazards Safety Ratings System (HHSRS) compliance
- HMO advice
- HMO compliance
- Housing Act compliance
- How To Rent Guide
- ID verification
- Immigration Act compliance
- Inspections (photographic)
- Inventories (photographic)
- Investment advice
- Key cutting and testing
- Key holding
- Landlord and Tenant Act compliance
- Landlord statements and remittances (monthly)
- Legal advice
- Legal compliance
- Legal liability
- Legionella testing
- Maintenance and repairs logged, arranged and followed up to completion
- Managing online ads
- Meter readings
- Minimum Energy Efficiency Standards (MEES) compliance
- Mortgage broker referrals

- Non Resident Landlord (NRL1) reporting
- Obtaining comparison quotes
- Ombudsman membership
- Out of hours emergency service
- Photography
- Planning advice
- Professional Indemnity insurance (PI)
- Project management
- Proof of address verification
- Property marketing advice
- Property sourcing
- Qualifying applicants
- Quotes for maintenance, repairs and refurbishments
- Record keeping
- Refurbishments (all trades)
- Renewals
- Rent collection
- Rent reviews
- Rightmove listing
- Right To Rent checks
- Section 13 notices/rent increases
- Section 21 notices
- Section 8 notices
- Smoke alarm testing
- Social media marketing
- Solicitor referrals
- Staff training and development
- Standing order setup
- Tenant disputes
- Tenant referencing
- Tenant/landlord queries
- Utilities set up
- Valuations and market appraisals
- Viewings feedback
- Water notifications
- Weekend opening hours
- Zoopla listing

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