

# d&g&it's sorted

Our Property Management Services



Douglas  
& Gordon  
HOMES & PROPERTY

## D&G Property Management

At D&G we understand that managing a property can sometimes feel like a full-time job. So our Property Management team is on hand to help – taking care of everything from fiddly day-to-day admin, to more serious one-off emergencies.

If you choose D&G's Property Management Service, you'll be looked after by an individual Property Manager. They'll be your main point of contact on a day-to-day basis, and will do everything they can to make sure our services are tailored to meet your specific needs.

Our years of experience tell us that when a property's well managed, a tenancy tends to last longer. Corporate tenants prefer these properties for their ease and efficiency. This can help reduce the periods of time your property will rest vacant, and maximise the return on your investment.

Whether you have one property or a large property investment portfolio, we have a dedicated team of experienced Property Managers – so you can be sure your property and tenants are in safe, professional hands.

### **A taste of what our Property Management service includes:**

- Key holding.
- Rent collection, including ground rent and service charge payment.
- Deposit collection and holding.
- Pre-tenancy property visits and preparation, including two visits per annum.
- Arranging inventories.
- Transfer of utilities and payment of bills service.
- Day-to-day management and maintenance of your property.
- 24 hour emergency service.
- Arranging for repairs and maintenance to be carried out by our independent, vetted and competitively priced, contractors.
- Dealing with insurance claims.\*
- Annual rent review and property valuation appraisal.
- Access to D&G refurbishment service.\*
- Providing advice on legislation and ensuring legal compliance.
- Acting as a point-of-contact for tenants.
- Organising and negotiating end of tenancy dilapidation claims and deposit returns.
- Our Property Management Service is available either in conjunction with our letting service, or as a standalone service.

\*Additional fees apply.

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