

LetMC.com[®]

LETTING & ESTATE AGENT SOFTWARE

Our Landlord Statement and Management Report

Sharing our *experience, insights and software*



Email: branch@website.com
 Phone: 0XXX XXX XXX Fax: 0XXX XXX XXX
 Address: Pletting Agent Address, Address Line 1, Address Line 2, Post code
 Company Registration: 3XXXXXX in England & Wales

Joe Bloggs
 Example Farm House
 Landlord Road
 Vale of Glamorgan
 United Kingdom
 Cfx xBN

Statement

Date: 19 June 2013
 Invoice Number: inv-84713

Letter Ref: post-130230

YOUR STATEMENT

22 Example Street

Money in			
18/06/2013	Rent Payment for '22 Example Street' Cfx xNT' from 'Nick Wright' for period 01/06/2013 to 30/06/2013		£260.00
Total income			£260.00
Money out			
18/06/2013	Management Fee Charge at 12.00% (£31.20+VAT @ 20.00%)		£37.44
Total expenditure			£37.44

43 The Road

Money in			
19/06/2013	Rent Payment for '43 The Road, Cf24 4EX 'from 'Nial Wesley Magwood' for period 01/06/2013 to 30/06/2013		£270.00
Total income			£270.00
Money out			
19/06/2013	Management Fee Charge at 12.00% (£32.40 +VAT @ 20.00%)		£38.88
Total expenditure			£38.88

WHEN AND HOW MUCH WE HAVE PAID YOU

Payments made to you			
19/06/2013	BACS payment to landlord for balance		£453.68

our invoice

Date	Invoice No.	VAT No.	Fees	VAT	Total
19/06/2013	inv-84713		£63.60	£12.72	£76.32

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Welcome to your monthly Landlord Report

Joe Bloggs
Example Farm House
Landlord Road
Ewenny
Vale of Glamorgan
United Kingdom
Cfxx xBN

The aim of this report is to keep you informed of the activities we carry out on your behalf.

You will receive an up-to-date Landlord Report with each Statement/Invoice (advising you of the payments we are making to you). We will send you a copy of the Management Report at least every 35 days even if there are no funds to transfer to you.

Enclosed is your Management Diary which covers from 07/06/2013 to 19/06/2013.

Letter Ref:post-130230

If you require further assistance, please do not hesitate to contact us.

RENT SUMMARY

The following rent is outstanding:-

43 The Road

KNOW WHO OWES RENT

KELSEY LEE JONES owes £270.00

Total money collected:	£790.00
Total outstanding rent:	£270.00

TENANT NOTES

79 Example Street

Date sent:14/06/2013 **Message:** Hello, a contractor will be over today to have a look at one of the bedroom locks. Any problems call the office. Thanks -Pinnacle Letting Agents

Date sent:14/06/2013 **Message:** Hello, a contractor will be over today to have a look at one of the bedroom locks. Any problems call the office. Thanks- Pinnacle Letting Agents

Date sent:14/06/2013 **Message:** Hello, a contractor will be over today to have a look at one of the bedroom locks. Any problems call the office. Thanks -Pinnacle Letting Agents

Date sent:08/06/2013 **Subject:** Receiptrec- 848405 from Pinnacle Letting Agents

Message:

Hi Jack Rhys Roberts,

Please find attached your receipt rec-848405 at 08/06/2013 12:21.

Thank you
Tara Taylor

43 The Road

Date sent:18/06/2013 **Subject:** Receipt rec- 850285 from Pinnacle Letting Agents

Message:

Please find attached your receipt rec -850285 at 18/06/2013 15:56

Thank you
Dan ODriscoll

THE TENANT NOTES SHOW YOU HOW WE ARE CHASING THIS OWED RENT

Noted at:18/06/2013 Money Owed Chase of type Late fee notification-2Day (SMS) sent

Date sent:18/06/2013 **Message:** KELSEY, Please ensure that your rent is paid within 2 days of this message. Late fees will be incurred otherwise.-PinnacleLettingAgents

Noted at:13/06/2013 Money Owed Chase of type Tenant (PhoneCall) made: Left voicemail to demand payment and that late charge will be added tomorrow

Noted at:13/06/2013 Money Owed Chase of type Tenant (Phone Call) made: Left voicemail asking to call us back with payment

Noted at:13/06/2013 Money Owed Chase of type Tenant Reminder (SMS) sent

Date sent:13/06/2013 **Message:** Please forward outstanding money of £270.00. Please ignore this message if paid in last 2 days. Thank You. -Pinnacle Letting Agents

Noted at:12/06/2013 Money Owed Chase of type Tenant Reminder (SMS) sent

Date sent:12/06/2013 **Message:** Please forward outstanding money of £270.00. Please ignore this message if paid in last 2 days. Thank You. -Pinnacle Letting Agents

20 The Farm

Noted at:13/06/2013 Maintenance job reported on 12/06/2013 14:55 has been accepted

Date sent:12/06/2013 **Subject:**Receiptrec-849367fromPinnacleLettingAgents

Message:

Hi Nick,

Please find attached your receipt rec-849367 at 12/06/2013 17:42.

Thank you
Dan O'Driscoll

Noted at:12/06/2013 Money Owed Chase of type Late fee notification -2 Day (SMS) sent

Date sent:12/06/2013 **Message:** Nick ,Please ensure that your rent is paid within 2 days of this message. Late fees will be incurred otherwise. -Pinnacle Letting Agents

Date sent:12/06/2013 **Subject:** Re: New phone number

Message:

o.k

Thanks

ADVERTISING YOUR PROPERTY

25 The Farm



Rent: Payment of £1000.00 per calendar month
Beds: 4
Available from: 01/08/2013

Description: A great property for medics and dentists, very close to the hospital. Offers equal sized rooms, separate bathroom and shower room. 3 double bedrooms and an extra room for the tenants. Off street secure garage. Can be let as a 3 bed for £900.00 per month

Furnished: Furnished

Facilities: Fridge Freezer, Tumble Dryer, Dish washer, Washing Machine, Central Heating,

READ FEEDBACK ON VIEWINGS

Viewings:

~~19/06/2013~~ (Appointment Cancelled)- Viewing with Elinor Lewis.

19/06/2013- viewing with Edward Maxwell. Feedback: Not interested in location.

19/06/2013- viewing with Jamie Price. Feedback: Big house but think they preferred the town house they viewed.

14/06/2013- viewing with Jayne Tennyson. Feedback: Liked 2 bathrooms in property. Rooms were a good size. Small bedroom was ok too. Just starting viewing, will view more over the next couple weeks.

PROPERTY MAINTENANCE

When a maintenance job is first reported to us the 'Current Stage' says 'Reported'. Once we start making arrangements the stage changes to 'Actioned'. When the job has been completed the stage says 'Closed'. 'Closed' jobs will not be shown in future management reports.

79 The Streett

ID:job-36685	Date Reported:08/06/2013	Contractor: Ray Ringrose Ray'll FixIt(CRDF)	Current Stage:Actioned
Description -FFF-bedroom door lock will not work form the outside, the key will not turn. Tenant is away at home now for good, but will return at the end of the month to move out and hand back keys			
Notes 14/06/2013 Text to tenants: Hello, a contractor will be over today to have a look at one of the bedroom locks. Any problems call the office. Thanks 10/06/2013 Ray is attending the property tomorrow. 08/06/2013 Maintenance Job status type moved to Actioned by Daniel Egginton at 08/06/2013: 12:58:02 08/06/2013 Will get Ray to attend on Monday. Arrange access first.			

WE KEEP YOU UP TO DATE ON WHAT MAINTENANCE WE ARE DOING ON YOUR PROPERTY

MAINTENANCE PREFERENCES

100 The Street

Maintenance contact Call Neil John first- Landlords contractor on 07799 xxx xxx

100 The Road

2011 Mr Chris Thomas from Gas tech .contact numbers 07541 xxx xxx home 01485 xxx xxx CALL FOR ALL BOILER/GAS ISSUES

CO Detector May2012: Ramesh supplied Honeywell Carbon monoxide detector fitted with battery back up till Dec 2016

Migrated Maintenance Notes in form I/I- New D/W 12/11/03. 1 year Warranty

18 The Farm

2011 Mr Chris Thomas from Gas tech...contact numbers 07451 xxx xxx home 01645 xxx xxx CALL FOR ALL BOILER/GAS ISSUES

lightbulbs- Always tenants responsibility strip light, speak to landlord all others are tenants

7 The Farm

2011Mr Chris Thomas from Gas tech...contact numbers 07951 xxx xxx home 01685 xxx xxx CALL FOR ALL BOILER/GAS ISSUES

Washing Machine Washing machine bought new from Crwys Electrics Oct2011 Make Hoover 1 years full guarantee 4 years parts guarantee.

26 The Road

2011 Mr Chris Thomas from Gas tech...contact numbers 07451 xxx xxx home 01684 xxx xxx CALL FOR ALL BOILER/GAS ISSUES

20 The Road

2011Mr Chris Thomas from Gas tech...contact numbers 07951 xxx xxx home 01645 xxx xxx CALL FOR ALL

YOU SET OUT EXACTLY WHAT YOU WANT OUR PROPERTY MANAGERS TO DO WITH MAINTENANCE.

ITS ONE OF THE REASONS WE'VE WON THE SUNDAY TIMES GOLD AWARD FOR BEST PROPERTY MANAGEMENT

PROPERTY CERTIFICATES

These include safety certificates such as gas safety inspections.

There are no certificates due to be renewed except for the following ones:-

4 The Street

The following forms require immediate attention:

Gas Safety Certificate is due on the 22/02/2013

BE KEPT UP TO DATE
ABOUT GAS SAFETY
CERTIFICATES

100 The Road

The following forms require immediate attention:

Electrical Portable Appliance Certificate is due on the 27/05/2013

4 The Road

There are no certificates overdue

The following certificates will soon need attention:

HMO Licence Certificate is due on the 01/07/2013

TENANCY AGREEMENTS

Tenancy status explanation. 'New' means that we have found tenants and are processing their application. 'Signed' tenancies are legally binding. 'Ended' tenancies have passed their end date and we are in the process of finalising deposit arrangements. Once we have completed this process the tenancy will not appear in future management reports.

Property	Agreement date	Status
79 The Street	01 July 2012 with a fixed date of 30 June 2013 and an end date of 30 June 2013	Signed(Re-Let)
26 The Avenue	01 July 2013 with a fixed date of 30 June 2014 and an end date of 30 June 2014	Signed (Renewal)
26 The Avenue	01 August 2012 with a fixed date of 30 June 2013 and an end date of 30 June 2013	Signed (Re-Let)
43 The Street	01 July 2012 with a fixed date of 30 June 2013 and an end date of 30 June 2013	Signed(FirstLet)
20 The Farm	01 July 2013 with a fixed date of 30 June 2014 and an end date of 30 June 2014	Signed (Renewal)
20 The Farm	01 July 2012 with a fixed date of 30 June 2013 and an end date of 30 June 2013	Signed(Re-Let)
67 The Road	01 July 2012 with a fixed date of 30 June 2013, no end date specified	Signed (Re-Let)
25 The Avenue	01 August 2012 with a fixed date of 31 July 2013 and an end date of 31 July 2013	Signed (Re-Let)
4 The Road	01 August 2013 with a fixed date of 30 June 2014 and an end date of 30 June 2014	Signed (First Let)

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