



Jackson-Stops  
& Staff

Sit back and  
let us take care  
of everything...

People  
Property  
Places

[jackson-stops.co.uk](http://jackson-stops.co.uk)

**A guide to Buy-To-Let and  
Property Management Services  
from Jackson-Stops & Staff**







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### **Why Jackson-Stops & Staff?**

- An unrivalled knowledge of the property sector;
- A bespoke estate agent with a long-established property management department, enhanced continually over the years;
- Innovative leadership which provides a dedicated resource of highly experienced people ready to facilitate your immediate needs;
- A single point of contact for Landlord and Tenant within Property Management;
- Access to experienced and trusted portfolio of Contractors;
- Regular property inspections with full written report and photos;

### **Our key messages:**

- Passion — the Jackson-Stops & Staff team is passionate about its work and looks forward to a successful partnership with you;
- Execution — we will deliver on our promises;
- Accountability — we expect to be judged on our performance for you and will put our fee at risk to support this.

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**We are ready and able to begin working for you and look forward to building a lasting and mutually beneficial relationship. We would be proud to represent you as your estate agent.**

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## Sit back and let us take care of everything...

- Sign and return Terms of Business
- Organise an Energy Performance Certificate
- Arrange a Gas Safety Certificate
- Make sure all electric appliances and installations are safe and compliant
- Provide manuals of all appliances to tenants
- Arrange any pre-tenancy works
- Purchase items requested by tenants
- Book a professional clean
- Arrange for extra sets of keys
- Source an inventory company, book the inventory and check-in appointments
- Open utility accounts for the property
- Send rent demands when necessary
- Check rent is paid on time
- Chase unpaid rent
- Arrange day-to-day maintenance and repairs
- Arrange for access for contractors via tenants when works are required; attend when necessary
- Arrange payment of contractor invoices
- Retain invoices for tax purposes
- Visit the property regularly
- Be on call 24/7 to deal with any emergency
- Deal with any insurance claims
- Send all statements to accountants
- Arrange payment of all service charges, if applicable
- Pay all Insurance Premiums for building and contents insurance
- Work with third parties such as building managers or party wall surveyors
- Book an end-of-tenancy inventory check-out
- Close all utility accounts
- Put together a deposit claim and negotiate deductions with tenant directly
- Carry out necessary works at the end of the tenancy
- Replace missing or damaged items ahead of the new tenancy

With such a long and complicated process, there is a much simpler way of doing things...

## The JSS checklist

- Instruct Jackson-Stops & Staff to manage your property/properties
- Sign and return our Terms of Business
- Fill out and return our Client Information Form
- Give us manuals of all the appliances at the property

 @jsslondon

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