



**OIG REAL
ESTATE**

MANAGEMENT PACK

Marketing

At OIG Real Estate we have a detailed marketing plan to ensure your property is seen by the widest audience possible. While it is essential to have the right presence on the major property portals, we also believe it is equally important to maximise the coverage on social media portals such as Instagram & LinkedIn & to remember the value of traditional media such as local newspapers & magazines.

Photography plays a key marketing role which is why we always use professional photographers to ensure your property is displayed in the best possible way.



Rent Collection & Deposit Protection

Part of our service is the collection of rent from the tenant by way of standing order to then be forwarded onto your chosen account via BACS. Should rent be late we will chase the tenants & keep you informed on the progress.

Since 2007 the government have imposed regulations meaning all tenancy deposits (Assured Shorthold Tenancies) have to be registered with a government approved scheme. We will take care of this for you & make sure you are fully compliant with your obligations relating to the tenancy deposit. Once the tenancy has come to an end we will arrange for the correct disbursement of the deposit & will ensure it happens within the appropriate time frame.



Tenant Sourcing & Referencing

Our residential lettings team have a network of contacts in all the right places. We work with the major companies that matter, the banks & legal firms, the scientific & academic institutions, the media conglomerates & technology pioneers which results in us having rental searches throughout the year of the highest calibre.

The quality of the tenant is of utmost importance & that's why we always obtain a detailed reference that consists of ID & proof of address collection, financial checks, employment references & previous landlord references.



Tenancy Agreements & Renewals

Our tenancy agreements are drawn up by industry leading solicitors who are always abreast of the latest legislation affecting residential tenancies. Our team will issue both the yourself & the tenant with a draft tenancy agreement via email. Once this has been approved, the final version will be sent out for electronic signing via a digital platform which eradicates the requirement for paper as well as giving all involved the opportunity to sign from their tablet, smart phone, pc or laptop.

Three months before the end of the tenancy, our renewals team will contact you to establish whether you wish to renew the contract with your current tenant. We will act on your behalf to ensure that your rent is in line with the current market trends. We will issue you with a renewal document & update the deposit protection, so you are covered & fully protected.



Utilities & Maintenance

We'll automatically inform the local council that new tenants have moved into the property. On receipt of account details we will transfer gas, electric & water bills (If a utility provider refuses to take instruction from ourselves, we will notify yourself accordingly).

We have at our disposal a database of fully qualified contractors, from handymen who are ready at the drop of a hat all the way through to construction teams who can deal with full refurbishment programmes & everything in between. Every contractor we send to a job has been fully vetted & has provided us with their public liability insurance & professional indemnity insurance.





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If you have any further questions, please contact us on
020 3500 1650
office@oigrealestate

