

CAMPDEN
ESTATES

LTD

PROPERTY MANAGEMENT
AND ACCOUNTS SERVICE

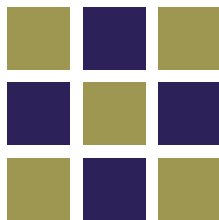
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— PROPERTY MANAGEMENT AND ACCOUNTS SERVICE —

Working closely with Kaye & Carey, Campden Estates is a privately owned company set up in 1996. As well as offering a letting service to our own clients in the Royal Borough of Kensington & Chelsea, we also offer an excellent Property Management and Accounts service.

We act as the landlord, for the landlord, removing the stress of renting out a property. We are a small

team with a combined experience of over thirty years in the business, offering a highly personalised service and enabling the tenancy to run smoothly at all times, with minimum disruption for the tenant and maximum return for our clients.

We have a network of tried and tested, reliable and competitively priced contractors, including builders and interior designers, who we work

with to ensure that your property not only looks at its best when being offered for rent, but also to deal with any problems that may arise during the course of the tenancy.

All the staff at Campden Estates firmly believe in providing a friendly personal service in this programmed world and this ethos is the prevailing force in how the company operates. Included in this service we:



□ Collect the monthly or quarterly instalment of rent and chase any arrears of rent. We do not charge for rent collection. We supply monthly or quarterly statements of accounts.



□ Collect and hold any deposit paid by the tenant.

□ Where practical, we notify service companies (gas, electricity, water) of any change in occupant for the purposes of Council Tax.

□ Ensure all bills, ground rent, service charges and maintenance contracts are paid from rents received.

□ Undertake inspections three times a year and provide detailed reports after inspection, therefore reassuring the landlord that the property is properly kept by the tenant.

□ Manage any day-to-day problems and minor works to the property that may arise during the tenancy - from a blocked sink to redecoration works.

□ Use a wide range of contractors known to us, ensuring they are able to go to the property to resolve any problems as quickly as possible and at a reasonable price.

□ Offer a 24 hour service by leaving an emergency number on our overnight answer service. This ensures that even in an emergency the landlord receives good value and well-respected contractors.

□ Lodge and progress insurance claims relating to the property. Acting fairly on behalf of the landlord, we ensure that a tenant pays for any problems caused by themselves and that no unnecessary expenditure is incurred by the landlord.



□ Deal with dilapidations post-tenancy - arranging cleaning and repair works as necessary.

□ Negotiate with the tenant on Landlords behalf on any deductions to be made from the deposit to ensure the property is returned to its original condition (fair wear and tear excepted).

