

## Here's how we deal with absolutely everything in between ....

- Meeting with individuals to discuss their needs
- Appointing suitable agents to market the property
- Negotiating the offer and taking up references
- Ensuring compliance with Health & Safety regulations
- Arranging for cleaning, garden tidy and pre-tenancy maintenance
- Arranging for an inventory and the check in
- Drawing up the Tenancy Agreement
- Collecting the rent and deposit from the Tenant
- Preparing a designated web page for your people to keep track of their income and expenditure
- Dealing with repairs and routine maintenance matters
- Liaising with utility companies, the local council and service contractors
- Making regular property visits to report on condition
- Dealing with tenancy renewals
- Serving Notices and dealing with end of tenancy formalities
- Organising the check out and negotiating any claims



We believe that good communication  
is at the heart of all successful  
relationships.

### Rushbrook & Rathbone

At the Heart of Property Management

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 Association of Residential Letting Agents

# letting & management

taking care of your expat's UK homes

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## Do you send your employees on overseas assignments?

Are you frequently hearing from your expatriate employees with complaints about their local managing agent – that they are not keeping them informed – that the rent is either late or unpaid – or that they don't know what is going on with their UK home?

By appointing Rushbrook & Rathbone you can be confident that your employees and their properties are in the best possible hands ... and it doesn't have to cost your company a penny



## Need more time to get on with the real business of your department?

For busy HR departments like yours it really does make good sense to appoint an experienced team to take care of your expats, their UK homes and their tenants. A one-stop service that gives everyone peace of mind. Your employees enjoy the comfort that the status of becoming a corporate client guarantees and you get your desk back and your phone, email, BlackBerry ....

Seriously, we all know that looking after people and property can be a complicated business but there is another way: A professional service dedicated entirely to people and property management. Rushbrook & Rathbone have many years experience looking after expats and their most valued asset – their home.

Our services can be customised to suit your company's and employee's individual needs. We'll meet your employees to collect the keys at the start of their assignment and return them at the end. Meanwhile we will deal with absolutely everything in between.

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Your employees may be out of the country but they'll never be out of touch with their properties or their tenants with Rushbrook & Rathbone

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