

Email: test@example.com  
Phone: 029 2064 0200 Fax: 0870 7625399  
Address: "Company Marketing Name", 3-5 Fanny Street, Cathays, CF24 4EG

Company Registration: 987654321 in England and Wales



## Welcome to your monthly Landlord Report

K Test Landlord  
Address 1  
Address2  
Address3

United Kingdom  
TE11 1ST

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 7 days even if there are no funds to transfer to you.

Enclosed is your Management Diary which covers from 28/03/2015 to 28/04/2015.

Letter Ref: Unsent letter

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

## RENT SUMMARY

The following rent is outstanding :-

**12a Test Street**

- Applicant Name owes £125.00

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<b>Total money collected:</b>	£0.00
<b>Total outstanding rent:</b>	£125.00

# ADVERTISING YOUR PROPERTY

## 12a Test Street



**Rent:** Payment of £600.00 per calendar month  
**Beds:** 1  
**Available from:** 09/10/2014

**Description:** This is a Property Description. Any description of the features of the property will go here. This is some more filler text for testing purposes. Example text. Property Description. Student

**Furnished:** Unfurnished

**Facilities:** "Facility 1", "Facility 2", "Facility 3", "Facility 4", "Facility 5", "Facility 6",



# PROPERTY CERTIFICATES

These include safety certificates such as gas safety inspections.

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

## 123 Test Street

The following certificates require immediate attention:

- Gas Safety Certificate was due on the 13/01/2015  
Please contact us urgently to discuss this.

# LANDLORD NOTES

**Noted at:** 28/04/2015 Landlord Management Report for the period 28/03/2015 - 28/04/2015 created ready for authorisation of posting.

# TENANCY AGREEMENTS

Tenancy status explanation. 'Let Agreed' 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.

<b>Property</b>	<b>Agreement date</b>	<b>Status</b>
123 Test Street	08 August 2014 with a fixed date of 07 August 2015 and an end date of 07 August 2015	Let Agreed (First Let)
125 (Room 5) Test Street	24 November 2014 with a fixed date of 23 May 2015, no end date specified	Let Agreed (First Let)
12a Test Street	25 September 2014 with a fixed date of 24 March 2015 and an end date of 02 October 2014	Ended (First Let)