

# SMART<sup>FM</sup>

SPECIALIST LANDLORD FACILITIES MANAGEMENT

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## Overview

Smart FM are a Property **Repair and Maintenance** company providing a “**niche**” property management, “**low cost service**” exclusively to landlords throughout Northern Ireland.

## Our Services

We provide a one stop solution for our clients, delivering a comprehensive range of services and trades for property repair and maintenance works through our extensive network of sub-contractors and suppliers. We have a straightforward reporting and implementation process so our clients simply flag the job and leave the rest to us. For the “**tax deductible**” £120.00 annual fee the landlord can get on with their normal working day knowing should any property issues arise they will be dealt with in an efficient and professional manner.

## Delivering for Landlords

**For £120.00 per property annual fee we will remove the headaches of repairs and maintenance to all landlords subscribed under the scheme:**

- **Take all relevant repair and maintenance calls**
- **Deal directly with your tenant in an appropriate response time**
- **Administrate E-mails & relevant paperwork**
- **Organise trusted reliable tradesmen**
- **Contact your tenant for access**
- **Access your property for repairs**
- **Carry out quality and cost control**

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## Our Repair and Maintenance Services

One call or email to our team and we can provide the following services and solutions across Northern Ireland with works carried out by experienced professional tradesmen.

### Services

Joinery	Painting & decorating	Plumbing	Electrical Installation
Roofing	Ground maintenance	Heating	Electrical Inspections
Plastering	Guttering	Fencing	Electrical Testing
Tiling	Glazing	Gas services	Condensation Solutions

### Certificates

- Gas Certificates
- Electrical Certificates
- Energy Performance Certificates

Note, that while these are the most common services we provide, we will endeavour to resolve any maintenance issue flagged to us in relation to the landlord's property.

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## Contracts & Costs

The contractual terms to which the Landlord subscribes are as follows:

- **Management fee is £120.00** per property per annum paid in advance
- **Gas, Electrical and Energy Performance Certificates** can be supplied when requested
- In the event of any “single item” repair or maintenance costing over £200 (or as agreed), 2 quotes will be sought for landlords approval
- **Gas Boiler Service/Landlord Certificates** estimated average cost @ **£50.00**
- **Each Gas appliance safety check** ie. Cooker/fires/hobs etc charged at **£15.00** per appliance when on site
- **7 year battery life Carbon Monoxide detectors** supplied and fitted. Estimated average cost @ **£35.00** when on site (please state if required)
- **EPC'S** supplied, estimated average cost @ **£50.00** each
- **Electrical Condition Reports** supplied, estimated average cost @ **£130.00**
- Landlords please note that when an emailed order is placed for a certificate it is taken as an instruction and the order can not be withdrawn
- All invoices to be settled within a 7-day period
- Gas and Electrical safety tests/certificates can **PASS** or **FAIL** and the agreed fee is still chargeable ( re-inspection fee for failed test £40.00)
- Call out charge £40.00 and only applicable when no work is carried out

Landlord Name.....  
Landlord home address.....  
Landlord contact number.....  
Rental Property Address.....  
Number of reception rooms.....  
Number of bedrooms.....  
Type of glazing (pvc/wood/double glaze or single glaze).....  
External door types (front and back/wood/pvc).....  
Detail of gardens (front and or back/grass or tarmac etc).....  
Type of heating (if gas please state name of manufacturer).....  
Where is boiler situated.....  
Estimated age of boiler (if unsure confirm with L.L).....  
Detailed position of stop cock/emergency water shut off.....  
Position of carbon monoxide detector..... (if none fitted please request via Email)  
Please state any maintenance/repair works noted upon inspection.....  
.....  
Housing officer name.....  
Signed.....Date.....

I the landlord for the above property agree to the "Contract and Costs" terms set out in the SmartFM schedule.

Signed by Landlord.....Date.....

SmartFM - **3 point** Sign up check list:

Completed property fact sheet and signed contract [ ]

£120.00 annual fee **per property**, first payment must be by cheque or direct transfer referencing landlords name to Smart FM, Bank of Ireland - sc.902127 - ac.67098655 [ ]

Completed standing order form [ ]

Please state the date the future standing order payment is to start .....

Please return the payment along with the property fact sheet and Contract to Neil@**SmartFM** 51 Waterloo Gardens, Belfast BT15 4EY.

