

PORTFOLIO MANAGEMENT GUIDE



**INTRODUCING A NEW
APPROACH TO PROPERTY
MANAGEMENT AND ADVICE
FOR MULTIPLE LANDLORDS**



What is the Portfolio Management Service and how can it work for you?

Duncan Phillips has been working closely with investors in the property industry for over 25 years and our experience has enabled us to assist with building their portfolios as well as guaranteeing their incomes and ensuring successful portfolio returns. Whatever your investment level, our aim is to offer our clients a package which is tailor made to suit your needs. We employ professional and dedicated property managers who will analyse your portfolio and listen to your requirements.

Our Portfolio Management service is ideal for those with an existing portfolio, or those with the capacity to explore new investment opportunities. We will complete a free non obligation review of you current portfolio and advise you accordingly of the best possible deal.

Our experience has enabled us to understand the importance of our clients' investments and the requirement to maximize their return year on year. We completely guarantee the rent for your existing portfolio and ensure outgoing costs are minimal at the most competitive rates.

Our clients benefit from having a dedicated property manager who will deal with everything relating to your account from rent, sign ups, to repairs, leaving you with complete peace of mind to continue with your everyday duties including the running of your own business.

Our CFP software enables our clients to access their accounts from anywhere in the world, 365 days a year. You may view your up-to-date statements on-line and also view any correspondence made between us and your tenant via our message centre.



Building the Right Portfolio Package to Suit Your Requirements

Portfolio Management Service is designed to give owners of multiple investments the opportunity to pass over their portfolios to our dedicated team of property managers, offering a full range of services at a highly competitive rate.

We are able to offer client's peace of mind in an uncertain economy, protect landlord income despite changes in their tenant's income, and also offer Legal Expenses Cover to gain vacant possession in the event of non-payment of rent.

We can include a maintenance plan offering unlimited call outs including gas, plumbing, heating, electric and drains, as well as a 25% discount on all parts. Maintenance repairs are taken care of by our qualified sub-contractors.

We also offer our portfolio Landlords access to an on-line service which enables you to login to your account to monitor any activity, outgoings, or general correspondence, including reviewing a history of any maintenance work carried out at each property.

Duncan Phillips have invested in state-of-the-art technology and utilize specialist software known as CFP, which includes full double entry client accounting, a daily organizer, fully integrated diary, fast access to landlord, tenant and contractor information and provides a history log of previous maintenance works carried out at a property as well as a customer report generator.

We can also include with Inventory services, Check-in inspections, Check-out inspections, and attach in-depth photographs to avoid any disputes should any of the files be sent to the Tenancy Deposit Scheme for review. Interim inspections are also catered for within the package.

We act on behalf of our Landlords to ensure when the property returns to the market for rent a new tenant has already been sought, as well as dealing with extensions or renewals of existing agreements. We do not charge renewal fees within the portfolio management package, which is a unique selling point for Duncan Phillips. There is also no charge for registering deposits.

As you can see we are able to tailor make our service for you no matter what size portfolio you have, which will enable you to enjoy more free time and keep your mind at rest, while we take care of all your property related matters.

PLEASE CONTACT DUNCAN PHILLIPS TODAY WITH YOUR ENQUIRIES

We would like to invite you to follow us on
Twitter @DuncanPhillips1





Our Services

- ! **Rent guarantee covering loss of rent up to £10,000**
- ! **Legal cover up to £100,000**
- ! **Maintenance service plan including unlimited call outs**
- ! **Landlord on-line service with access to account information and message centre**
- ! **Inventory and schedule of condition report including check-in and in-depth photographs**
- ! **Mid-term inspection reports**
- ! **Landlords living abroad administration**
- ! **Yearly statement summary for your accountant**
- ! **Overseeing Landlords statutory obligations**
- ! **Additional acquisition services for single and multiple residential, commercial and development opportunities**
- ! **Deposit registration with TDS**
- ! **Contract renewal with no further costs**



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