



## Welcome to your monthly Landlord Report

John Hurst  
Winchester Avenue  
Penylan  
Cardiff

United Kingdom  
CF1 1AA

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

Enclosed is your Management Diary which covers from 01/09/2007 to 15/10/2007.

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

Letter Ref: Unsent letter

### RENT SUMMARY

The following rent is outstanding :-

**17a Winchester Avenue**

**12 Manor Way**

**1 Little Hill**

**10 St Anns Terrace**

**48 Deri Road**

**1 Apple Tree Close**

- Mark Evans owes £3,300.00
- John Hurst owes £6,380.00
- Sarah Watkin owes £3,656.36
- John Hurst owes £2,931.36
- John Hurst owes £9,000.00
- John Hurst owes £5,400.00
- Andrew Whitmore owes £826.84
- Emma Jackson owes £2,400.00

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**Total money collected:** £2,311.75

**Total outstanding rent:** £33,894.56



# TENANT NOTES

## 1 Cardiff Road

<b>Date sent:</b> 28/01/2008	<b>Subject:</b> Notification of Viewing
<b>Message:</b> Dear Tim Brotherton, Notification of Viewing on 28/01/2008 at 11:00. Please Contact us if it's not convenient. Thank you LetMC Lets (UK) Ltd	
<b>Date sent:</b> 16/01/2008	<b>Subject:</b> Notification of Viewing
<b>Message:</b> Dear Tim Brotherton, Notification of Viewing on 16/01/2008 at 10:00. Please Contact us if it's not convenient. Thank you LetMC Lets	
<b>Date sent:</b> 15/01/2008	<b>Subject:</b> Notification of Viewing
<b>Message:</b> Dear Tim Brotherton, Notification of Viewing on 16/01/2008 at 10:00. Please Contact us if it's not convenient. Thank you LetMC Lets	



# PROPERTY MAINTENANCE

When a maintenance job is first reported to us the 'Current Stage' says 'Reported'. Once we start making arrangements the stage changes to 'Actioned'. When the job has been completed the stage says 'Closed'. 'Closed' jobs will not be shown in future management reports.

## 1 Cardiff Road

<b>ID:</b> job-178	<b>Date Reported:</b> 30/10/2007	<b>Current Stage:</b> Reported
<b>Description</b> - HMO Licence Certificate is due on 01/12/2006		
<b>ID:</b> job-161	<b>Date Reported:</b> 11/10/2007	<b>Current Stage:</b> Closed
<b>Description</b> - Sink leaking		
<b>Notes</b> 15/10/2007Maintenance Job Closed by Andrew Whitmore at 15/10/2007:10:28:31 11/10/2007Maintenance Job Actioned by Jez Lee at 11/10/2007:15:55:40		
<b>ID:</b> job-148	<b>Date Reported:</b> 19/09/2007	<b>Current Stage:</b> Reported
<b>Description</b> - Gas Safety Certificate is due on 20/03/2007		
<b>ID:</b> job-14	<b>Date Reported:</b> 15/10/2006	<b>Current Stage:</b> Actioned
<b>Description</b> - Guttering leaking at front of property		
<b>Notes</b> 15/10/2006Maintenance Job Actioned by Wyn Griffiths at 15/10/2006:12:46:53		

## 5 Cardiff Road

<b>ID:</b> job-160	<b>Date Reported:</b> 11/10/2007	<b>Current Stage:</b> Reported
<b>Description</b> - Need new carpet in hallway		

## 12 Manor Way

<b>ID:</b> job-74	<b>Date Reported:</b> 26/02/2007	<b>Current Stage:</b> Reported	
<b>Description</b> - Gas Safety Certificate is due on 27/09/2006			
<b>ID:</b> job-10	<b>Date Reported:</b> 26/09/2006	<b>Contractor:</b> David Jones	<b>Current Stage:</b> Actioned
<b>Description</b> - Change lightbulb in sitting room			
<b>Notes</b> 26/09/2006Maintenance Job Actioned by John Hurst at 26/09/2006:16:20:46 26/09/2006passed to David. He is going over at 16:00 today			

## 1 Little Hill

<b>ID:</b> job-8	<b>Date Reported:</b> 22/09/2006	<b>Contractor:</b> James Lewindon	<b>Current Stage:</b> Actioned
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**Description** - Leaking tap in upstairs bathroom

**Notes**

22/09/2006Maintenance Job Actioned by John Hurst at 22/09/2006:15:07:33  
22/09/2006spoke to Landlord - happy to go ahead

## 48 Deri Road

**ID:** job-204                      **Date Reported:** 11/12/2007                      **Current Stage:** Reported

**Description** - Gas Safety Certificate is due on 31/08/2006

**ID:** job-203                      **Date Reported:** 11/12/2007                      **Current Stage:** Reported

**Description** - Gas Safety Certificate is due on 12.12.2008

**ID:** job-177                      **Date Reported:** 30/10/2007                      **Current Stage:** Reported

**Description** - Gas Safety Certificate is due on 31/08/2006

**ID:** job-159                      **Date Reported:** 11/10/2007                      **Current Stage:** Closed

**Description** - Gas Safety Certificate is due on 31/08/2006

**Notes**

15/10/2007Maintenance Job Closed by Andrew Whitmore at 15/10/2007:10:32:59

**ID:** job-54                      **Date Reported:** 05/01/2007                      **Current Stage:** Reported

**Description** - Gas Safety Certificate is due on 31/08/2006

**ID:** job-35                      **Date Reported:** 08/11/2006                      **Contractor:** Andrew Thomas                      **Current Stage:** Actioned

**Description** - leaking ceiling

**Notes**

08/11/2006Maintenance Job Actioned by John Hurst at 08/11/2006:11:24:54  
08/11/2006job cost £300

## 5 Church Lane

**ID:** job-24                      **Date Reported:** 15/10/2006                      **Contractor:** David Jones                      **Current Stage:** Actioned

**Description** - The gutter to rear is loose

**Notes**

15/10/2006Maintenance Job Actioned by Wyn Griffiths at 15/10/2006:12:40:58  
15/10/2006Called David Jones the Contractor and he wil call round tomorrow

**ID:** job-16                      **Date Reported:** 15/10/2006                      **Current Stage:** Actioned

**Description** - Back gate needs securing

**Notes**

15/10/2006Maintenance Job Actioned by Wyn Griffiths at 15/10/2006:12:46:10  
15/10/2006Called Landlord who said OK to carry on and repair



# MAINTENANCE PREFERENCES

## 1 Cardiff Road

- gasbritish gas cover call 08000000
- gascall landlord
- spend limitok up to £100, if over call landlord
- washing machineunder gaur to 1/1/08

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## 1 Little Hill

- DrainageUse special something

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## 48 Deri Road

- Contractor Use Andrew Thomas
  - Maintenance Complete any work up to £200 without having to contact Landlord
- 

## **5 Church Lane**

- Authority Fix up to £100 without permission from landlord
  - Spend Limit If over £100 need to call landlord
- 

Please contact us if there are any other preferences we should be aware of including any items under guarantee or maintenance contracts.



# *PROPERTY CERTIFICATES*

These include safety certificates such as gas safety inspections.

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

## **1 Cardiff Road**

The following forms require immediate attention:

- Gas Safety Certificate is due on the 20/03/2007
  - Gas Safety Certificate is due on the 23/01/2007
  - Emergency Lighting Certificate is due on the 16/01/2007
  - Gas Safety Certificate is due on the 01/12/2006
- 

## **17a Winchester Avenue**

The following forms require immediate attention:

- Gas Safety Certificate is due on the 10/11/2006
- 

## **12 Manor Way**

The following forms require immediate attention:

- Gas Safety Certificate is due on the 27/09/2006
- 

## **48 Deri Road**

The following forms require immediate attention:

- Gas Safety Certificate is due on the 30/11/2006
  - Gas Safety Certificate is due on the 31/08/2006
- 

## **1 Apple Tree Close**

The following forms require immediate attention:

- Gas Safety Certificate is due on the 31/10/2006
-



# LANDLORD NOTES



**Date sent:** 08/01/2008

**Message:** Hello, hope you've had productive day. Could you call the office please? Andrew, Ceri or Emma, thanks - LetMC Lets



**Noted at:** 02/01/2008

Landlord Management Report for the period 29/11/2007 - 02/01/2008 created ready for authorisation of posting.



# TENANCY AGREEMENTS

Tenancy status explanation. 'New' 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.

Property	Agreement date	Status
1 Cardiff Road	13 January 2007 to 31 December 2007	Ended
1 Cardiff Road	01 December 2006 to 31 December 2006	Ended
17a Winchester Avenue	01 November 2006, no end date specified	Signed Periodic
5 Cardiff Road	11 October 2007, no end date specified	Signed
12 Manor Way	26 September 2006, no end date specified	Signed Periodic
1 Little Hill	22 September 2006, no end date specified	Signed Periodic
10 St Anns Terrace	03 October 2006 to 30 June 2007	Ended
48 Deri Road	01 March 2007, no end date specified	Signed Periodic
48 Deri Road	06 July 2006 to 28 February 2007	Ended
1 Apple Tree Close	30 November 2006 to 02 July 2007	Ended
1 Apple Tree Close	24 August 2006 to 30 August 2006	Ended