



Email: test@example.com
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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 01/10/2014 to 31/10/2014.

Letter Ref: Unsent letter

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

RENT SUMMARY

The following rent is outstanding :-

1 Test Street 2

- Applicant Name owes £125.00

Total money collected:	£0.00
Total outstanding rent:	£125.00

ADVERTISING YOUR PROPERTY

1 Test Street 2



Rent: Payment of £125.00 per calendar month
Beds: 1
Available from: 09/10/2014

Description: 3 Bedroom House - Kitchen/Diner - Lounge - Large Shower room - Yard £74 Per Week Per Person. Tenant Responsible for : Water, Electric, Gas and Internet

Furnished: Furnished

Facilities: "Facility 3", "Facility 4", "Facility 1", "Facility 2",

PROPERTY CERTIFICATES

These include safety certificates such as gas safety inspections.

There are no certificates due to be renewed within the next month.

LANDLORD NOTES

Noted at: 31/10/2014	Landlord Management Report for the period 01/10/2014 - 31/10/2014 created ready for authorisation of posting.
Noted at: 31/10/2014	Landlord Management Report for the period 22/10/2013 - 31/10/2014 created ready for authorisation of posting.
Noted at: 31/10/2014	inv-371: Invoice Chase of type Invoice Copy Enclosed (Email) sent
Date sent: 31/10/2014	Subject: Invoice Due Message: Dear Ms K Test Landlord, Please find enclosed a copy of the invoice which £120.00 of £120.00 is due. Yours sincerely, Katie Hatton
Noted at: 31/10/2014	inv-371: Invoice Chase of type Invoice Overdue (Letter by Post or Email) for K Test Landlord created and placed in the postbag awaiting posting by Email.
Noted at: 31/10/2014	inv-371: Invoice Chase of type Invoice Due (Letter by Post or Email) for K Test Landlord created and placed in the postbag awaiting posting by Email.
Noted at: 23/10/2014	Landlord Management Report for the period 16/10/2014 - 23/10/2014 created ready for authorisation of posting.
Noted at: 07/10/2014	Maintenance Utility letter sent to "Electricity Supplier" for 123 Test Street, TE00 0ST with Reference post-266.
Noted at: 07/10/2014	Invoice letter (including Management Report) sent to K Test Landlord with Reference post-265.
Date sent: 07/10/2014	Subject: Hello there! Message: Hello K Test Landlord Test Statement Email Test

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.

Property	Agreement date	Status
123 Test Street	08 August 2014 with a fixed date of 07 February 2015, no end date specified	Let Agreed (First Let)
1 Test Street 2	25 September 2014 with a fixed date of 24 March 2015 and an end date of 02 October 2014	Ended (First Let)