



Email: burnhamonsea-company@home.letmc.com  
Phone: 07000000000  
Address: "Company Marketing Name", greenslade test, , xx00xx

Company Registration: 987654321 in England and Wales

## Welcome to your monthly Landlord Report

Tom Damsell  
321  
test  
test  
test  
United Kingdom  
WD6 1US

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 02/12/2014 to 30/01/2015.

Letter Ref: Unsent letter

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

## RENT SUMMARY

All rent due during the period 02/12/2014 - 30/01/2015 has been collected.

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

# 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:** 30/01/2015 Landlord Management Report for the period 02/12/2014 - 30/01/2015 created ready for authorisation of posting.

**Noted at:** 02/12/2014 Landlord Management Report for the period 23/10/2014 - 02/12/2014 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.

Property	Agreement date	Status
123 test	28 January 2014 with a fixed date of 27 July 2014, no end date specified	Let Agreed (First Let)