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Property Investment Advice for Professionals

Platinum Portfolio Management

What does our Platinum Portfolio Management Service Include?

We will provide you with the following centralised administration assistance.

Property Finance Database Management –

1. We will record details of all income and expenditure on all properties in your portfolio. Allowing accurate annual presentation of records for tax purposes to your or our recommended accountant.
2. We will record mortgage and finance details – also providing an ‘early warning system’ for remortgage opportunities.
3. We will prepare mortgage documentation and manage your mortgage application process.
4. We will provide Portfolio Financial reports on a quarterly basis.
5. We will provide a qualified property and rental valuation annually.

Lettings Database Management –

6. We will liaise with your lettings agents nationwide. Providing you and your chosen agents with a centralised point of contact.
7. We will provide ‘early warning systems’ for tenancy voids, liaising with agents to maximise marketing potential of property to let.
8. We will monitor letting agent’s efficiency and cost effectiveness constantly.
9. We will ensure adequate insurance provision is in place on all properties.
10. We will ensure that tenants are adequately credit checked, referenced and insured to your needs.

Documentation Management –

11. We will provide a centralised point of contact for all your property contacts.
12. We will handle all postal correspondence regarding your portfolio. This can be sent, and managed from a central point.
13. We will provide back up facilities for all postal correspondence on a monthly basis.
14. We will provide a monthly ‘bills to pay’ schedule.
15. We will provide document back up facilities for all mortgage, conveyance, expenditure and legal correspondence.

Report Management –

16. We will present you with a monthly report on equity, yield analysis and cost history.
17. We will present you with a quarterly portfolio report including balance sheets.

Your Property is Our Business

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