

Agency Services

Service Portfolio

2025 V.1.3



- Bayside Agency Services –

“A bespoke designed solution for sales and lettings agencies to better facilitate property and personnel management. Whether it be reducing strain on staff during busy periods, or the start of a new chapter for both of our businesses, the team and I are ready to cater to your business needs.”

James Surmiak - Owner - Bayside Property Services.

Our Business Ethos

- **Professionalism**
 - James and the team are highly experienced property personnel, with backgrounds in both residential sales and lettings. Furthermore, we strictly adhere to the code (LCOP), negating potential risks to your firm.
- **Respect**
 - Respect to your clients, respect to your properties, and respect to your brand. We know exactly what you expect from your Agency partner.
- **Flexibility**
 - The property market waits for no one. We're open on weekends, public holidays, and outside of standard working hours (8am-8pm)
- **Communication**
 - Outsourcing operations which are at the core to your brand is a big step to take. It is at the core of our business to communicate with yourself, our clients, across every step of the way, ensuring we adhere to the standards and reputations set by your brand.
 - Furthermore, as operatives of your agency, we strive only to both reflect Bayside's work ethos, but above all, your own.

Our Services

Property Inventory Service.

- Highly Detailed Digital Reports
- Fully Comprehensive Service

For Furnished Properties, available from: £95 (1Bed), £125 (2Bed), £30 per bedroom thereafter.

For Unfurnished Properties, prices from: £75 (1Bed), £95 (2Bed), & £20 per bedroom thereafter.

For Additional Items, such as Mattress Protectors £12, Toilet Brushes £6, Lightbulbs £5-£15, Ladders £90.

Property Inspections.

- Detailed Report Writing
- LCOP Adhering Communication with Tenants
- Photographic Evidence of Damages etc.
- Contracted Inspection Services Available

For All Types of Property, priced from: £75 (1Bed), £95 (2Bed), £20 per bedroom thereafter

Vacant Property Inspections.

- Legionaries Mitigation Actions
- Securing and Monitoring Condition of Access Points
- Photographic Evidence of Damages etc.

Billed at our Hourly Rate of £45 + Expenses

Viewing Agency.

- 'Open House' Style;
- Private Viewing Slots
 - 15 Mins (Small Property)
 - 30 Mins (Mid-Large Properties)
 - Additional Time Spent (Depending on the nature of the property).

Billed at our Hourly Rate of £45 + Expenses.

Minimum Billing is £45 for the first hour, ½ hourly minimum billing for any additional time spent, & ½ hourly administration fee.

Key Collection & Drop-Off is free, however we will bill our first hourly rate, if we cannot gain access to a property.

We retain the right to cancel viewings if no tenants arrive within 15 minutes to their scheduled viewings.

We retain the right to cancel viewings due to abuse, unsafe conditions, or unrestrained pets.

