

# **SAMPLE MANAGEMENT REPORT**

**THE BELOW IS AN EXAMPLE  
REPORT. NAMES AND  
ADDRESSES HAVE BEEN  
REMOVED FOR DATA  
PROTECTION PURPOSES**

## Welcome to your monthly Landlord Report

[REDACTED]  
c/o CXG House  
70 High Street  
Haverhill  
Suffolk  
United Kingdom  
CB9 8AR

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 24/03/2020 to 31/03/2020.

Letter Ref: post-10384

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

## RENT SUMMARY

The following rent is outstanding :-

[REDACTED]  
[REDACTED]

- [REDACTED] owes £999.98
- [REDACTED] owes £495.00
- [REDACTED] owes £0.06

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**Total money collected:** £850.00

**Total outstanding rent:** £1,495.04

# MAINTENANCE PREFERENCES

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- BoilerBoiler under warranty with Ideal Boilers - Free guarantee registration form Sent - ref number: 16122013125058CB98. 7 YEAR WARRANTY
  - Boiler Cover Under cover with UK Boilercare 01440784328
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- BoilerUnder warranty with Ideal until 18/01/2025. Serial number: 21543902031972. Phone: 01482 445570
  - Boiler Cover Boiler under cover with UK Boilercare: 01440784328
  - MagnacleanUnder warranty with Adey until 18/01/2028. Serial number: Mi2-549904
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- Boiler Under warranty with Ideal Boilers until 10/03/2023. Serial Number: 21082300029266. Phone Number: 01482 445570
  - Boiler Cover Boiler under cover with UK Boilercare: 01440784328
  - HobUnder warranty with Lamona until 26/04/2019. Phone: 01440 282100. Serial No. 15 101099 08. Invoice No. C85/0015632
  - Magnaclean FilterUnder warranty with Adey until 15/03/2018. Serial No: Pro2-0626826
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- BoilerUnder warranty with Ideal until 03/10/2023. Serial Number: 21543900000666. Phone Number: 01482 445570
  - Boiler Cover Boiler under cover with UK Boilercare: 01440784328
  - Kitchen ExtractorUnder warranty with Lamona until 29/06/2018. Invoice Ref: C85/0011038. Phone: 01440 282100
  - Magnaclean FilterUnder warranty with Adey until 05/10/2018. Serial Number: Pro2-0704382
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- Boiler Care Under cover with UK Boilercare 01440784328
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- Boiler Cover Under Boiler Cover with UK Boilercare 01440 784 328
  - Electric Shower Guarantee for shower. 02476372222
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- BoilerUnder warranty with Ideal Boilers until 17/09/2021. Serial Number 20487300071620. Phone Number: 01482 498660
  - UK Boiler CareBoiler under cover with UK Boiler Care
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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:-

[REDACTED]

The following certificates require immediate attention:

- Energy Performance Certificate was due on the 14/07/2018  
Please contact us urgently to discuss this.

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[REDACTED]

The following certificates require immediate attention:

- Electrical Installation Certificate was due on the 06/02/2019  
Please contact us urgently to discuss this.
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# LANDLORD NOTES

**Noted**  
24/03/2020

**at:** Invoice letter (including Management Report) sent to [REDACTED] with Reference post-10357.

**Date**  
24/03/2020

**sent: Subject:** New Statement from CXG Lettings

**Message:** DearMrsPartnership, Please see attached your latest rent statement. If you have any queries or require any further information, you can log in to your online account at [www.cxgonline.co.uk/login](http://www.cxgonline.co.uk/login), reply to this email or call our office on 01440 712216. With regards Property Management Team CXG Lettings Ltd  
Tel: 01440 712216 Email: [haverhill@cxglettings.co.uk](mailto:haverhill@cxglettings.co.uk)

# 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
[REDACTED]	04 May 2015 with a fixed date of 03 May 2020, no end date specified	Signed (First Let)
[REDACTED]	10 May 2018 with a fixed date of 09 November 2018, no end date specified	Signed Periodic (Relet)
[REDACTED]	01 September 2016 with a fixed date of 28 February 2017, no end date specified	Signed Periodic (Relet)
[REDACTED]	15 July 2016 with a fixed date of 14 January 2017, no end date specified	Signed Periodic (First Let)

[REDACTED]

29 October 2019 with a fixed date of 28 October 2020, no end date specified

Signed (Relet)

[REDACTED]

19 February 2016 with a fixed date of 18 August 2016, no end date specified

Signed Periodic (Relet)

[REDACTED]

14 August 2019 with a fixed date of 13 February 2020, no end date specified

Signed Periodic (Relet)

[REDACTED]

31 January 2020 with a fixed date of 30 July 2020, no end date specified

Signed (Relet)

[REDACTED]

01 November 2017 with a fixed date of 30 April 2018, no end date specified

Signed Periodic (Relet)