

### LETTINGS SERVICE:

- Visiting your Property to provide a rental assessment
- Marketing the Property
- Conducting the Viewings with prospective Tenants
- Negotiating a Tenancy between yourself and prospective Tenants
- Taking a Holding Deposit which demonstrates both the Landlord and the Applicant's commitment to enter in an agreement subject to contract and references
- Taking references for the Tenant(s) and Guarantor(s) as applicable (Please refer to the Schedule of Fees in Part B to see if this will be at your expense)
- Creating and arranging for the tenancy agreement to be signed by both parties
- Arranging for an Inventory and Schedule of Condition to be created (at your expense)
- Collecting the first instalment of rent from the Tenant(s)
- Registering the Deposit with a Government approved deposit scheme or holding the tenancy deposit where the tenancy is not an assured shorthold agreement .
- Accounting to you with a statement for the first instalment of rent paid by the Tenant
- Negotiating any renewal of the tenancy at the end of the fixed term or during a periodic agreement (Commissions and fees are applicable)
- Checking all of the Applicant Right to Rent documents at the commencement of the initial tenancy term for the proposed occupants

**75% of rent (inc VAT)**  
**One off payment**

### RENT COLLECTION:

- All services in LETTINGS SERVICE plus below
- Ensuring all of the safety paperwork e.g. Gas Safety certificate, Electrical safety checks etc. is in place for the commencement of the tenancy (any safety checks will be at your expense)
- Arranging for the Tenant(s) to set up a standing order payable to us on your behalf (other service levels)
- Arranging for the Tenant to make regular payments in accordance with their tenancy agreement
- Accounting to you throughout the term of the tenancy occupation with a statement of rent paid, invoices paid on your behalf and our fees / commissions

**11% of rent (inc VAT) / month**  
**60% of rent (inc VAT) arrangement fee**

### FULLY MANAGED:

- All services in LETTINGS SERVICE and RENT COLLECTION plus below.
- Informing the utility providers (gas, electric & water) and council tax of your new Tenant's details (where applicable)
- Holding a set of keys for the duration of our agreement
- Property Visits on a 6-monthly basis
- Recording renewal dates for safety records and arranging for renewal checks (All safety checks are at your expense)
- Arranging repairs and maintenance as required at the Property and accounting to you accordingly on your statement up to £250.00 inc. VAT
- Obtaining two estimates for maintenance likely to be over £250.00 inc. VAT
- Liaising with your Tenant regarding all matters in relation to the tenancy you have in place with them under our Management Service
- Serving a standard notice to end the tenancy agreement at the end of the fixed term or during a periodic tenancy (not for rent arrears or any other breach of the tenancy agreement)
- Arranging a check out at the Property with your Tenant (Please refer to the Schedule of Fees in Part B to see if this will be at your expense)
- Obtaining quotes for any work required / identified as dilapidations or for those which are your responsibility
- Informing your Tenant and negotiating any potential deductions from the Tenancy Deposit
- Administering the agreed return of the deposit via The Deposit Protection Service or directly from our client account

**15% of rent (inc VAT) / month**  
**60% of rent (inc VAT) arrangement fee**

## Additional fees and charges

### Tenant and Guarantor Referencing Fees

(Please note that this fee may be included in your Tenancy Arrangement and Preparation cost if not price is quoted here)

- Management Service: £30 inc VAT
- Rent Collection Service: £30 inc VAT
- Letting Service: £30 inc VAT

### Tenancy Arrangement and Preparation

To include preparing the tenancy agreement, providing a sample copy to your prospective Tenant, taking a Holding Deposit to show commitment to wish to enter into an agreement (subject to contract and references), arranging the Tenant's standing order (where applicable), accounting to you regarding the first rental paid less our fees and commission.

- Management Service: £40 inc VAT
- Rent Collection Service: £40 inc VAT
- Letting Service: £40 inc VAT

### Preparation of Renewal Agreement

- Management Service: £100 inc VAT
- Rent Collection Service: £100 inc VAT
- Letting Service: £100 inc VAT

### Commission for Letting Service after the initial term of the tenancy has expired

- Management Service: 50% inc VAT
- Rent Collection Service: 50% inc VAT
- Letting Service: 65% inc VAT in the second year
- Letting Service: 65% inc VAT in the third year

### Providing Duplicate Statement(s)

- £10 inc VAT per statement subject to a minimum charge
- £10 inc VAT minimum charge

### Dealing with dishonoured cheques or payments from either the Tenant or you

- Management Service: £10 inc VAT
- Rent Collection Service: £10 inc VAT
- Letting Service: £10 inc VAT

### Reporting to and making payments to HMRC for overseas Landlords without HMRC approval

- Management Service: £60 inc VAT
- Rent Collection Service: £60 inc VAT
- Letting Service: £60 inc VAT

### Additional work undertaken outside the scope of our agreement

- Management Service: £12 per hour inc VAT
- Rent Collection Service: £12 per hour inc VAT
- Letting Service: £12 per hour inc VAT

### Property Visits

- Management Service: £25 inc VAT
- Rent Collection Service: £55 inc VAT
- Letting Service: £55 inc VAT

### Fee for arranging refurbishment or building work contracts for works over £1000.00

- Management Service: 10% of the total net value of the contractors invoice (labour and materials) Our fee is inclusive of VAT.

### Seeking additional estimates for maintenance work over the two provided within our service

- Management Service: £12 inc VAT

### Service of a Section 21 Notice or a Notice to Quit

- Management Service - Included in your service level
- Rent Collection Service: £100 inc VAT
- Letting Service: £100 inc VAT

### Void Period Property Visits

- Management Service: £25 inc VAT
- Rent Collection Service: £55 inc VAT
- Letting Service: £55 inc VAT

### Float we will hold on account

- Management Service: Usually £250.00
- Rent Collection - N/A
- Letting Service - N/A

### Charge where we have found a suitable Prospective Applicant and have proceeded with the application and you refuse their offer

- £50 inc VAT