

### 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
- 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 if required)
- 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 (at your expense if required)
- 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

### One months' rent (inc VAT)

### RENT COLLECTION:

- All services in LETTINGS SERVICE (if required) 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

### One monthly rent (inc VAT)

Plus £50.00 inc VAT

### FULLY MANAGED:

- All services in LETTINGS SERVICE and RENT COLLECTION plus below.
- Assistance to transfer utility bills and Council Tax into Tenant's name(s)
- 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 an agreed £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; at your expense)
- 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 (2hours included)
- Administering the agreed return of the deposit via [The Deposit Protection Service] or directly from our client account

### 12% of the monthly rent (inc VAT)

### Landlord Compliance Fees

Includes referencing of all tenants and/or guarantors, right to rent checks of all occupants, 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: Included
- Rent Collection Service: Included
- Let Only Service: Included

### 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: Included
- Rent Collection Service: Included
- Letting Service: Included

### Waiting at the Property

- Management Service: Included
- Rent Collection Service: £40 per hour inc VAT
- Let Only Service: £40 per hour inc VAT

### Providing Duplicate Statement(s)

- Management Service: included in service
- Rent Collection Service: Included
- Let Only Service: £12 inc VAT

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

- Management Service: £120 inc VAT
- Rent Collection Service: £120 inc VAT
- Let Only Service: £120 inc VAT

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

- Price on Application

### Property Visits

- Management Service: Included
- Rent Collection Service: £40 inc VAT
- Let Only Service: £40 inc VAT

### Fee for arranging refurb or building work contracts for works over £1000

- Management Service: 12% of the total net value of the contractors invoice (labour and materials) fee is inc VAT
- Rent Collection Service: 12% of the total net value of the contractors invoice (labour and materials) fee is inc VAT
- Let Only Service: 12% of the total net value of the contractors invoice (labour and materials) fee is inc VAT

### Fee for arranging work when we do not manage the property

- Price on Application

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

- Management Service: included in service
- Rent Collection Service: £40 inc VAT
- Let Only Service: £40 inc VAT

### Void Period Property Visits

- Management Service: £40 inc VAT
- Rent Collection Service: £40 inc VAT
- Let Only Service: £40 inc VAT

### Key Cutting Service

- Management Service: Included
- Rent Collection Service: Included
- Let Only Service: Included

### 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

- £150 inc VAT