



THE LANDLORD



OUR PACKAGES

Explained

	Tenant Find	Fully Managed
Provide professional advice and agree on rental figure	✓	✓
Prepare property for market and photograph	✓	✓
Launch property online & offline	✓	✓
All viewings accompanied	✓	✓
Arrange tenancy agreement (inc tenant referencing)	✓	✓
Collection & registration of first months rent & security deposit	✓	✓
Instruction and accompany of inventory prior to move in	✓	✓
Handover of utility information	✓	✓
Contact tenants regarding renewal	✓	✓
Collection of monthly rent		✓
Property management visits (two per annum)		✓
Property inspection reports		✓
Tenancy management		✓
Point of contact for any maintenance issues that may occur		✓
Organisation of property works if required		✓
Payment management of contractor invoices		✓
Check out accompanied, upon tenant leaving		✓

W h e r e d o w e a d v e r t i s e ?



LANDLORD FEES

Additional fees & charges

PRE-TENANCY FEES (ALL SERVICE LEVELS)

Arranging and facilitating statutory compliance, if not provided or undertaken by the landlord:

- Energy Performance Certificate (EPC) - £120.00 (inc. VAT) per tenancy
- Gas Safety Certificate (GSR) - subject to quotation
- Electrical Inspection Condition Report (EICR) - subject to quotation
- Portable Appliance Testing (PAT) - subject to quotation
- Legionella Risk Assessment - £120.00 (inc. VAT) per tenancy
- Installing Smoke alarms and Carbon Monoxide - subject to quotation
- Key Cutting Fees (per set)- £15.00 (inc. VAT) plus cutting cost

START OF TENANCY FEES (ALL SERVICE LEVELS)

Set-up fees: 10% of 12 months rent inc. VAT.

To include:

- Referencing for up to two tenants (£30 inc. VAT thereafter) as well as contract negotiation (amending and agreeing terms) and arranging the signing of the tenancy agreement.
- Inventory organising (fee for inventory applies, subject to quotation).
- Drafting the legal paperwork
- Accompanied Check-in: Attending the property to welcome the tenant(s), confirm the Inventory and Schedule of Condition, explain the operation of appliances, highlight the location of utility meters, stop-cocks etc. and test that all smoke alarms and carbon monoxide detectors are present and in working order.

DURING TENANCY FEES

Monthly rent collection fee for rent collection service: 8% (inc. VAT) per month deducted from the monthly rent

Monthly Management Fee for Fully Managed Service: 12% (inc. VAT) per month deducted from the monthly rent

Additional Property Visits: £70.00 inc. VAT per visit. Should the landlord request property visits in addition to those within their existing Terms of Business.

Emergency call out: £100 inc. VAT (Should we not manage the tenancy)

Company referencing: £50 inc. VAT

Additional Tenancy Clauses: £60 inc. VAT

Tax year end Statement: £75 inc. VAT