

Fully Managed Letting Service with Rent Guarantee	Fully Managed Letting Service With Rent Guarantee
Standard Fees	14.4% of Rent inc VAT
Landlords admin fee Fee for setting up each new Tenant, Inventory and Schedule of Condition, Lodge Deposit, Notify utility Suppliers, Preparation of Tenancy Agreement and Smoke and Carbon Monoxide test	Charge £600 inc VAT
<b>Marketing</b>	
Rental Appraisal	Included
Marketing the Property	Included
Accompany Viewings	Included
<b>Pre Tenancy</b>	
Take up References and Credit Checks	Included
Collect Rent in Advance and Tenancy Deposit	Included
Inventory and Schedule of Condition	Included
Complete Agents Tenancy Agreement	Included
Send Standing Order for Ongoing Rent Payments	Included
Notify Utility Providers	Included
Lodge the Deposit with the Tenancy Deposit Scheme (TDS)	Included
Prepare and Supply Move in Statement	Included
Smoke and Carbon Monoxide test	Included
<b>On Going Tenancy</b>	
Receive Rent and Remit to Landlord by BACS	Included
Itemise Monthly Statements by Email	Included
Interim Property Inspections and Written Report	Included
Rent Arrears Management	Included
Tenancy Rent Review/Supplemental Agreements/Completion	£120 inc VAT
<b>Maintenance</b>	
Instruc/Obtain Quotes per Contractor	Cost
Annual Gas Safety Certificate	Cost
Electrical Appliance (PAT) Test	Cost
Electrical Safety Inspection	Cost
<b>End of Tenancy</b>	
S21/S8 Delivered by Hand and Completed Statutory Declaration	Cost
Liaise with Inventory Clerk for Check-out	Included
Negotiate Deposit Release	Included
Preparation of Documents in the Case of Deposit Dispute Claim	Included
Preparation of Documents for your Solicitors/Court Attendance	Cost
<b>Other Charges</b>	
Manage Insurance Claims (Not Processing Claim)	6% of Claim Value
Manage Major Works	6% of Cost
Purchasing Items	Cost
Legionella Risk Assessment	Cost
Energy Performance Certificate	Cost
Vacant Property Visits (per Visit and Subject to Written Agreement)	£60
Abortive Let	£600
Copy Tenancy Documents/Statements (per item)	£18
Non-Resident Landlords Monthly Tax Administration Fee	£30
Transfer of Management Fee	£240
<b>Notes</b>	
All figures are inclusive of VAT at the current rate. These figures are a guide only and not contractual	