

### 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)
- Doing Right to Rent checks
- Arranging for the Tenant(s) to set up a standing order payable to us on your behalf (other service levels)
- 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)

**12% of rent (inc VAT)**

### RENT COLLECTION:

- All services in LETTINGS SERVICE plus below
- 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

**An additional 2.4% of rent (inc VAT) on top of lettings service**

### 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 and full report provided
- 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
- In most circumstances 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
- 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
- Please contact our office management team for a full account of our management service

**An additional 7.2% of rent (inc VAT) on top of lettings service**

## Additional fees and charges

### Tenant and Guarantor Referencing Fees

Includes full referencing, the right to rent check and AML check. For guarantor's it includes full referencing, AML check and guarantor agreement.

- £50 inc VAT per reference

### Letting Service: £80 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.

- £215 inc VAT

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

- 12% inc VAT

### Waiting at the Property

- £180 per hour inc VAT

### Providing Duplicate Statement(s)

- £12 inc VAT per statement

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

- £60 inc VAT per quarter

### Property Visits

- £120 inc VAT

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

- Management Service: 12% of the total net value of the contractors invoice (labour and materials) Our fee is inclusive of VAT.

### Void Period Property Visits

- £120 inc VAT

Deposit Registration with TDS - £72 (not chargeable to managed properties)

Deposit Claim with TDS – preparation of deposit claim for TDS adjudication (not chargeable to managed properties)

Arranging a Gas Report - £40 (not chargeable to managed properties)

Arranging an Electrical Report - £40 (not chargeable to managed properties)

Arranging a Legionnaires Report - £40 (not chargeable to managed properties)

Arranging smoke and CO2 alarms - £40 (not chargeable to managed properties)

Post: Charge per letter/package of forwarding plus the cost of postage - £1.20

Overseas bank transfer: £36.00

Copy of full statement for annual tax return - £96

Referral Fees: Contractors may pay a referral fee to us, the fee will be included within the contractor's invoice and may be up to 10% of the total invoice, the details of which are available on request.

Selective and HMO licences:

Selective licence - £600 (letting only and rent collection service)

Selective licence- £300 (managed service)

Mandatory/Additional licence £1200 (letting only and rent collection service)

Mandatory/Additional licence £600 (managed service)

Inspections included in our management service are two property inspections per annum. If additional are required (HMO's) or requested, the additional fee per inspection is £120