

## **FEES FOR A LETTING OR MANAGEMENT SERVICE**

### **1. LET ONLY SERVICE – 2 weeks rent (minimum £300) + VAT set up fee**

- 1.1 Assessment of the rental level of the property.
- 1.2 Advertising and marketing the property.
- 1.3 Accompanying viewings.
- 1.4 Interviewing applicants and obtaining references of potential tenants including a credit check.
- 1.5 Preparation of Tenancy Agreement and legal Notices and obtaining signatures.
- 1.6 Preparation of schedule of conditions.
- 1.7 Collection of one month's rent in advance, together with deposit in respect of dilapidations and any non-performance of the tenant(s) tenancy obligations.
- 1.8 Taking meter readings and checking the tenant(s) in.

### **2. LET & RENT COLLECTION SERVICE - 8% of gross rent + VAT**

#### **As above plus:**

- 2.1 Advising the in-going tenant(s) of procedure for registering appropriate services into tenant(s) name.
- 2.2 Collection of monthly rent and paying balance to landlord (less any expenses due or incurred for the period). A monthly rent statement will be prepared showing rent due together with any deductions made and invoices settled.
- 2.3 Holding a dilapidations deposit from the tenant(s) to be held by us as 'stakeholder' until the end of the tenancy.
- 2.4 If appropriate, liaison, collection, correspondence and notice to any tenant(s) with rent arrears.
- 2.5 Granting or renewing Tenancy Agreements at the same rent as previously authorised by the landlord or as determined by the agents to be in the landlord's best interest.
- 2.6 Rent guarantee available at additional cost.

### **3. FULL MANAGEMENT SERVICE – 12% of gross rent +VAT**

#### **As above plus:**

- 3.1 Attending quarterly inspection visits.
- 3.2 Co-ordination of repair/maintenance including arranging for tradesman to attend the property, obtaining estimates where necessary and settling accounts from monies received.
- 3.3 Liaising with tenant(s) on all matters arising in relation to both the property and the tenancy and when necessary giving notice to tenant(s) to quit or repair or abate a nuisance or remedy a breach of covenant or for any other purposes whatsoever and to accept surrenders of Tenancy Agreements upon whatsoever terms the agent thinks fit.
- 3.4 Carrying out a full property inspection and prepare schedule of conditions which will be check off at the end of the tenancy and will deal with all matters relating to unfair wear and tear.
- 3.5 Checking out tenants and taking meter readings for the transfer of service contracts to the landlord or to a new tenant whichever is applicable at the end of each tenancy.
- 3.6 Free rental guarantee for first 6 months.