

Main points to note are

-that we have a payable option to hold the tenants deposit – this is no longer a standard service.

-only one mid term inspection per year as standard with the option of further visits without report or with report

Service	Silver Tenant Find only	Gold 8% + VAT	Platinum 10%+VAT
Market appraisal	✓	✓	✓
Listing on leading property portals including pictures	✓	✓	✓
To Let Board	✓	✓	✓
Market property online and inhouse matching	✓	✓	✓
Accompanied Viewings	✓	✓	✓
Interview and assess applicants, Inc full credit / reference checks	✓	✓	✓
Set up Tenancy Agreement* And complete tenant move in file	✗ <i>Additional extra</i>	✓	✓
Professional Inventory Report	✗ <i>Additional extra</i>	✓	✓
Annual property inspection and report to Landlord <i>At least one per year will be a comprehensive independent report submitted to Landlord</i>	✗	✓	✓
Chase and manage any arrears to the point of legal action	✗	✓	✓
Timely arrangement of Gas and Electric Safety Certificates **	✗	✗	✓
Tenant Find fee <i>(taken from first month's rent)</i>	One month's rent + VAT <i>(subject to max £2000 inc VAT)</i>	75% of first rent + VAT	75% of first rent + VAT
Monthly management fee		8% of monthly rent + VAT	10% of monthly rent + VAT
Withdrawal fee within effective tenancy. <i>Landlord also agrees to indemnify the Agent for any additional cost incurred in the performing of their duties</i>	N/A	£350+VAT (where tenant has been resident for 6 months or more)	£350+VAT (where tenant has been resident for 6 months or more)
Rent Protection insurance	N/A		
Rent 0-£1,000		£32.58 + VAT	£32.58+VAT
£1,001 - £1,500		£33.33 + VAT	£33.33 + VAT
£1,501 - £2,000		£35.08 + VAT	£35.08 + VAT

Service	Cost
Transfer of management in / create a new file	£350 + VAT
Credit reference check only (per person)	£50 + VAT
Register deposit with DPS** <i>Inc. negotiate deposit disbursement with tenant after checkout completed.</i>	£50 + VAT
Inventory	£120 + VAT
Additional mid term inspection report	£100 + VAT
Check out report	£120 + VAT
Energy Performance Certificate (EPC)	£95
Gas Safety Certificate	£60
Electrical Safety Certificate ( <i>additional costs charged by contractor for any remedial works necessary</i> )	£160
Additional / amendment of documentation ( <i>including new tenancy agreement, issuing Section 21 or Section 8 Notice, Rent increases</i> )	£50 + VAT
Professional photography, floorplan and video tour	£75 + VAT
Arranging DPS Statutory Declaration form to be witnessed by solicitor	£25+ VAT
Challenge tenant for DPS deposit, prepare evidence to be submitted to the Dispute Resolution Service.	Min £50+VAT <i>Dependant on the workload</i>
PROJECT MANAGEMENT ( <i>Obtaining estimates and supervision of major works costing over £500, whether for a re-let or an investment purchase</i> )	10% of total works.
Duplication of keys	At cost + £10 + VAT
Additional visits to the property / additional errands on behalf of the Landlord	£50+VAT
Additional work requested by the landlord and agreed by the agency in writing which is not included in management	£25+VAT per hour

### **Withdrawal**

Landlords will be charged the Tenant Find Fee where the landlord has instructed us to undertake work on their behalf and includes the cost of photographs, listing, work to find the tenant and credit check yet they decline to proceed to rent as agreed. Please also see the management agreement section on indemnity against all Agency costs.

Where the tenant is resident, written notice to terminate the agreement will be required and a 2 month notice period applies. The fee of £350+VAT will be applied whereby documents will need to be provided to Landlord or new managing agency including the release of deposit.

### **Corporate Let/Lease**

Our fee – One Month's Rent (including VAT) to secure the deal. Upon signing agreement, the Landlord can choose if they would like to add on our Gold or Platinum Management services as an additional.