

## ENHANCED FULLY MANAGED SERVICE WITH RENT AND LEGAL PROTECTION



SALES & LETTINGS

WHAT DOES THE SETUP AND MANAGEMENT FEE COVER	FEE	TOTAL (inc.VAT)
<ul style="list-style-type: none"> <li>✓ All marketing and advertising of the property</li> <li>✓ Erect a board in accordance with town and country planning act</li> <li>✓ Carry out accompanied viewings with prospective tenants</li> <li>✓ Obtain full references on all tenants and complete paperwork and guarantor (if applicable)</li> <li>✓ Prepare the tenancy agreement and sign as required on behalf of the landlord</li> <li>✓ Instruct mandatory testing including carbon monoxide alarms, smoke alarms and gas safety certificate</li> <li>✓ Collection of initial rent</li> <li>✓ Collection and registration of deposit money with a government authorised scheme</li> <li>✓ Take meter readings and inform the utilities of the change of tenancy</li> <li>✓ Dealing with general maintenance and repairs as per your instructions</li> <li>✓ Make arrangements for the collection of the rent</li> <li>✓ Prepare monthly rent and expenditure statements</li> <li>✓ Tax year end income and expenditure statement</li> <li>✓ Pursuance of non-payment of rent and providing advice on rent arrears actions and completing paperwork for Rent &amp; Legal Protection</li> <li>✓ Ensure that the Tenant(s) comply with the Terms of the Tenancy Agreement</li> <li>✓ Assisting with refurbishment where required</li> <li>✓ 2 property visits per year</li> <li>✓ Check out at the end of tenancy to include DPS disputes</li> </ul>	£300.00	£360.00
<b>MONTHLY FEE</b>		
This is a monthly commission calculated as a percentage of the monthly rent, for collecting and remitting the monthly rent received, deducting commission and other works, and supplying monthly statements	12%	14.4%
<b>RENT AND LEGAL PROTECTION</b>		
With rent arrears, a continual concern, protecting your rental income is extremely important. We can provide rent protection as well as covering the cost of any potential eviction in order to give you peace of mind should the tenant stop paying rent. This is an annual, per property policy but can be paid monthly if required.	£200.00 OR £20.00 per month	£240.00 OR £24.00 per month
<b>INVENTORY FEE</b>		
It is important to have a thorough and detailed inventory which serves a number of vital functions, including providing a catalogue of the let property, an unbiased record of its condition and any items included in the tenancy. It forms part of the legally binding contract between the tenant and the landlord. The cost of the inventory is dependent on the number of bedrooms and outbuildings the property has so the costs are detailed on the attached schedule.	Starting from £100.00 +VAT Cost dependent on size and condition of the property.	
<b>RENEWAL FEE AND ANNUAL RENT REVIEW</b>		
If both parties agree that the tenant can stay for another fixed term, this cost covers the contract negotiation, any annual rent increase, amending and updating the terms and arranging a further tenancy agreement.	£100.00	£120.00
<b>PROPERTY VISITS</b>		
<p><b>2 Property Visits are included within the Enhanced Package</b></p> <p>To arrange with the tenant(s) to visit the property, produce a full photographic report of the condition of the property. Email a copy to the landlord/tenant and keep a record within our system for future reference.</p>	£30.00	£36.00