

## FULLY MANAGED SERVICE

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 alarm 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>✓ Pursuance of non-payment of rent and providing advice on rent arrears actions</li> <li>✓ Ensure that the Tenant(s) comply with the Terms of the Tenancy Agreement</li> <li>✓ Assisting with refurbishment where required</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.	10%	12%
<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>CHECK-OUT FEE</b>		
This fee covers agreeing with the tenant(s) a check-out date and arranging an appointment; for us to carry out a post inventory and negotiating with the landlord and tenant(s) any disbursement of the security deposit. To return the deposit to the agreed parties. Instruct contractors, obtain quotes, organize repairs/ replacement of items as required.  If required to assist in any deposit dispute a further fee will be incurred (see additional fee's)	£50.00	£60.00
<b>PROPERTY VISITS</b>		
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. <b>We would recommend a visit, once every 6 months.</b>	£30.00	£36.00