

## RENT COLLECT SERVICE

SET UP FEE	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</li> <li>✓ Right to Rent Checks</li> <li>✓ Prepare the tenancy agreement and sign as required on behalf of the landlord</li> <li>✓ Instruct mandatory testing including CO alarms, smokes and gas safety</li> <li>✓ Collection of initial rent</li> <li>✓ Collection and registration of deposit money with a government authorised scheme</li> <li>✓ Make arrangements for the collection of the rental.</li> <li>✓ Pursuance of non-payment of rent and providing advice on rent arrears actions</li> </ul>	£300.00	£360.00
MONTHLY FEE		
This is a monthly commission calculated as a percentage of the monthly rent, for collecting and remitting the monthly rent received, deducting commission and supplying monthly statements.	6%	7.2%

### The following services are optional

INVENTORY FEE		
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.	
GAS SAFETY TEST		
Instruct an engineer to attend and provide a certificate.	£70.00	£84.00
PROPERTY VISITS		
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 and keep a record within our system for future reference. <b>We would recommend a visit, once every 6 months.</b>	£50.00	£60.00
RENEWAL FEE		
If both parties agree that the tenant can stay for another term, this cost covers the contract negotiation, any annual rent increase, amending and updating the terms and arranging a further tenancy agreement.	£150.00	£180.00
SMOKE/CARBON MONOXIDE ALARMS		
Arranging the installation of one unit either the smoke or carbon monoxide alarms. (£30.00 +VAT per unit thereafter)	£60.00	£72.00
Checking alarms working on first day of tenancy. (This is a legal requirement)	£50.00	£60.00
EPC		
Instruct a certified engineer to carry out an Energy Performance Certificate.	£100.00	£120.00
ADDITIONAL RIGHT TO RENT CHECK		
For tenants with a TIME LIMITED RIGHT TO RENT, we will arrange for the necessary documentation to be obtained and completed in order to continue the tenancy.	£50.00	£60.00
SERVICE OF NOTICE TO TENANTS		
(Included in Managed and Enhanced Package). Compiling and serving correct documents as required, including hand delivering notices.	£60.00	£72.00
CHECK OUT FEE		
The check out fee covers agreeing with the tenant(s) a check out date and arranging an appointment; instructing the inventory provider to attend; negotiating with the landlord and tenant(s) any disbursement of the security deposit. *If required to assist in any deposit dispute a further fee will be incurred (see additional fee's)	£120.00	£144.00