

## Premium Full Management Service

Service	Description	Fee
Set up fee (compulsory)	This covers us moving a new tenant into the property and includes; property marketing details being produced/refreshed, online marketing, a 'To let' board, carrying out viewings, referencing of prospective tenants, 'Right to rent' checks, producing tenancy agreement (AST) and notifying utility companies/council tax of new tenants details.	50% of 1 months rent - Minimum fee £375 + VAT (£450)
Deposit registration fee (compulsory)	This fee covers us protecting the deposit with the DPS within 30 days of the start of the tenancy as required by law, along with the administration involved with releasing the deposit back to the tenant after the tenancy has ended.	£25 + VAT (£30)
Monthly management fee <u>including rent guarantee insurance</u> (compulsory)	This covers the ongoing management including collecting rent and forwarding to the landlord with a monthly email statement, arranging routine maintenance works and deducting cost from monthly rent, quarterly inspections and report sent to landlord and holding a set of keys for maintenance access. Includes rent guarantee insurance provided by Rightmove Landlord and Tenant services. <u>Brief policy outline:</u> rent is paid in full for up to 12 months until you get your property back and the insurer deals with the hassle and costs associated with the eviction process. No excess and no cancellation fees to pay. Further details available on request.	15% + VAT of the monthly rent
Inventory fee (compulsory)	A full condition report along with photographs and meter readings will be produced and sent to the tenants. This inventory will be the basis of evidence used in the event of any disputed deposit claim at the end of the tenancy.	£95 + VAT (£114)
Renewal fee	Payable to produce a new AST if both parties agree to enter into a further fixed term tenancy agreement.	£95 + VAT (£114)
Check out fee (compulsory)	This covers a check out appointment to document the condition the property is returned in at the end of the tenancy. This is then compared to the condition of the property as per the inventory which was produced at the start of the tenancy. We will advise the landlord of any deductions we believe can be made, as well as obtaining contractor quotes for works if required, and negotiate this with the tenants to reach mutual agreement. We will then arrange for the agreed amount to be refunded via the DPS.	£75 + VAT (£90)

Deposit dispute fee	If an agreed amount cannot be reached between landlord and tenant and we have to follow the DPS adjudication procedure, this fee covers us compiling the relevant evidence and documentation as well as having a solicitor witness and sign prior to submission (required by the DPS in order for them to assess the case).	£75 + VAT (£90)
Gas safety certificate (CP12)	Required annually by law (can be arranged by landlord or agent). Fee covers the arrangement of a qualified gas engineer to attend the property to conduct the annual gas safety check (CP12).	£60 + VAT (£72)
Gas safety certificate and boiler service combined	If required, a boiler service can be carried out at the same time as the CP12 certificate. Fee covers the arrangement of a qualified gas engineer to attend the property to conduct the annual gas safety check and boiler service.	£80 + VAT (£96)
Energy performance certificate (EPC)	Required every 10 years by law (can be arranged by landlord or agent). Fee to instruct a qualified domestic energy assessor to carry out an Energy Performance Certificate. (Please note EPC's must be rated E or above in order for a property to be legally let).	£80 + VAT (£96)
Electrical safety certificate (EICR)	Required every five years by law (can be arranged by landlord or agent). Fee to instruct a qualified electrician to carry out an electric safety certificate (fee for testing only, further works may be required at additional cost depending on result of test).	£175 + VAT (£210)
Co-ordinating refurbishment	This fee is paid up front to cover our time in arranging quotes such as cleaning, rubbish removal, carpets and decorating with approved contractors. We will arrange for key collection from the office, quotes to be sent for approval, check work has been done and forward invoices for payment. This is only payable before/between tenancies, not whilst a tenant is living there (this is covered by our monthly management fee). Check with us to confirm your requirements and we can confirm the price.	From £100 + VAT (£120)

## Full Management Service

Service	Description	Fee
Set up fee (compulsory)	This covers us moving a new tenant into the property and includes; property marketing details being produced/refreshed, online marketing, a 'To let' board, carrying out viewings, referencing of prospective tenants, 'Right to rent' checks, producing tenancy agreement (AST) and notifying utility companies/council tax of new tenants details.	50% of 1 months rent - Minimum fee £375 + VAT (£450)
Deposit registration fee (compulsory)	This fee covers us protecting the deposit with the DPS within 30 days of the start of the tenancy as required by law, along with the administration involved with releasing the deposit back to the tenant after the tenancy has ended.	£25 + VAT (£30)
Monthly management fee (compulsory)	This covers the ongoing management including collecting rent and forwarding to the landlord with a monthly email statement, initial debt chasing, arranging routine maintenance works and deducting cost from monthly rent, quarterly inspections and report sent to landlord and holding a set of keys for maintenance access.	12% + VAT of the monthly rent
Inventory fee (compulsory)	A full condition report along with photographs and meter readings will be produced and sent to the tenants. This inventory will be the basis of evidence used in the event of any disputed deposit claim at the end of the tenancy.	£95 + VAT (£114)
Renewal fee	Payable to produce a new AST if both parties agree to enter into a further fixed term tenancy agreement.	£95 + VAT (£114)
Check out fee (compulsory)	This covers a check out appointment to document the condition the property is returned in at the end of the tenancy. This is then compared to the condition of the property as per the inventory which was produced at the start of the tenancy. We will advise the landlord of any deductions we believe can be made, as well as obtaining contractor quotes for works if required, and negotiate this with the tenants to reach mutual agreement. We will then arrange for the agreed amount to be refunded via the DPS.	£75 + VAT (£90)
Deposit dispute fee	If an agreed amount cannot be reached between landlord and tenant and we have to follow the DPS adjudication procedure, this fee covers us compiling the relevant evidence and documentation as well as having a solicitor witness and sign prior to submission (required by the DPS in order for them to assess the case).	£75 + VAT (£90)

Gas safety certificate (CP12)	Required annually by law (can be arranged by landlord or agent). Fee covers the arrangement of a qualified gas engineer to attend the property to conduct the annual gas safety check (CP12).	£60 + VAT (£72)
Gas safety certificate and boiler service combined	If required, a boiler service can be carried out at the same time as the CP12 certificate. Fee covers the arrangement of a qualified gas engineer to attend the property to conduct the annual gas safety check and boiler service.	£80 + VAT (£96)
Energy performance certificate (EPC)	Required every 10 years by law (can be arranged by landlord or agent). Fee to instruct a qualified domestic energy assessor to carry out an Energy Performance Certificate. (Please note EPC's must be rated E or above in order for a property to be legally let).	£80 + VAT (£96)
Electrical safety certificate (EICR)	Required every five years by law (can be arranged by landlord or agent). Fee to instruct a qualified electrician to carry out an electric safety certificate (fee for testing only, further works may be required at additional cost depending on result of test).	£175 + VAT (£210)
Co-ordinating refurbishment	This fee is paid up front to cover our time in arranging quotes such as cleaning, rubbish removal, carpets and decorating with approved contractors. We will arrange for key collection from the office, quotes to be sent for approval, check work has been done and forward invoices for payment. This is only payable before/between tenancies, not whilst a tenant is living there (this is covered by our monthly management fee). Check with us to confirm your requirements and we can confirm the price.	From £100 + VAT (£120)

## Rent Collection Service

Service	Description	Fee
Set up fee (compulsory)	This covers us moving a new tenant into the property and includes; property marketing details being produced/refreshed, online marketing, a 'To let' board, carrying out viewings, referencing of prospective tenants, 'Right to rent' checks and producing tenancy agreement (AST).	50% of 1 months rent - Minimum fee £425 + VAT (£510)
Monthly fee (compulsory)	This covers the collection of rent from the tenants each month and forwarding to the landlord with a monthly email statement and initial debt chasing.	6% + VAT of the monthly rent
Deposit registration fee (Optional)	This fee covers us lodging the deposit with the DPS within 30 days of the start of the tenancy as required by law, along with the administration of the release of the deposit back to the tenant at the end of their tenancy (please note we are not involved in negotiating the amount to be returned).	£40 + VAT (£48)
Inventory fee (Optional but recommended)	A full condition report along with photographs and meter readings will be produced and sent to the tenants and landlord. This inventory is the basis of evidence used in the event of any disputed deposit claim at the end of the tenancy.	£120 + VAT (£144)
Renewal fee	Payable to produce a new AST if both parties agree to enter into a further fixed term tenancy agreement.	£95 + VAT (£114)
Check out fee (only available as an option if the inventory is taken at the start)	This covers a check out appointment to document the condition the property is returned in at the end of the tenancy. This is then compared to the condition of the property as per the inventory which was produced at the start of the tenancy. We will advise the landlord of any deductions we believe can be made, as well as obtaining contractor quotes for works if required, and negotiate this with the tenants to reach mutual agreement. We will then arrange for the agreed amount to be refunded via the DPS (if we lodged the deposit at the start of the tenancy).	£75 + VAT (£90)

Deposit dispute fee (only available if the inventory and check out options are both taken)	If an agreed amount cannot be reached between landlord and tenant and we have to follow the DPS adjudication procedure, this fee covers us compiling the relevant evidence and documentation as well as having a solicitor witness and sign prior to submission (required by the DPS in order for them to assess the case).	£75 + VAT (£90)
Gas safety certificate	Required annually by law (can be arranged by landlord or agent). Fee covers the arrangement of a qualified gas engineer to attend the property to conduct the annual gas safety check (CP12).	£60 + VAT (£72)
Gas safety certificate and boiler service combined	If required, a boiler service can be carried out at the same time as the CP12 certificate. Fee covers the arrangement of a qualified gas engineer to attend the property to conduct the annual gas safety check and boiler service.	£80 + VAT (£96)
Energy performance certificate (EPC)	Required every 10 years by law (can be arranged by landlord or agent). Fee to instruct a qualified domestic energy assessor to carry out an Energy Performance Certificate. (Please note EPC's must be rated E or above in order for a property to be legally let).	£80 + VAT (£96)
Electrical safety certificate (EIRC)	Required every five years by law (can be arranged by landlord or agent). Fee to instruct a qualified electrician to carry out an electric safety certificate (fee for testing only, further works may be required at additional cost depending on result of test).	£175 + VAT (£210)
Rent guarantee insurance	Price to be confirmed via quote from insurer. Full policy details to be provided by insurer upon request.	TBC
Co-ordinating refurbishment	This fee is paid up front to cover our time in arranging quotes such as cleaning, rubbish removal, carpets and decorating with approved contractors. We will arrange for key collection from the office, quotes to be sent for approval, check work has been done and forward invoices for payment direct by Landlord. Check with us to confirm your requirements and we can confirm the price.	From £100 + VAT (£120)

## Tenant Find Service

Service	Description	Fee
Set up fee (compulsory)	This covers us moving a new tenant into the property and includes; property marketing details being produced/refreshed, online marketing, a 'To let' board, carrying out viewings, referencing of prospective tenants, 'Right to rent' checks and producing tenancy agreement (AST).	50% of 1 months rent - Minimum fee £495 + VAT (£594)
Inventory fee (Optional but recommended)	A full condition report along with photographs and meter readings will be produced and sent to the tenants and landlord. This inventory is the basis of evidence used in the event of any disputed deposit claim at the end of the tenancy.	£120 + VAT (£144)
Deposit registration fee (Optional)	This fee covers us lodging the deposit with the DPS within 30 days of the start of the tenancy as required by law, along with the administration of the release of the deposit back to the tenant at the end of their tenancy (please note we are not involved in negotiating the amount to be returned).	£50 + VAT (£60)
Renewal fee	Payable to produce a new AST if both parties agree to enter into a further fixed term tenancy agreement.	£95 + VAT (£114)
Check out fee (only available as an option if the inventory is taken at the start)	This covers a check out appointment to document the condition the property is returned in at the end of the tenancy. This is then compared to the condition of the property as per the inventory which was produced at the start of the tenancy. We will advise the landlord of any deductions we believe can be made, as well as obtaining contractor quotes for works if required, and negotiate this with the tenants to reach mutual agreement. We will then arrange for the agreed amount to be refunded via the DPS (if we lodged the deposit at the start of the tenancy).	£95 + VAT (£114)
Deposit dispute fee (only available	If an agreed amount cannot be reached between landlord and tenant and we have to follow the DPS adjudication procedure, this fee	£75 + VAT (£90)

if the inventory and check out options are both taken)	covers us compiling the relevant evidence and documentation as well as having a solicitor witness and sign prior to submission (required by the DPS in order for them to assess the case).	
Gas safety certificate	Required annually by law (can be arranged by landlord or agent). Fee covers the arrangement of a qualified gas engineer to attend the property to conduct the annual gas safety check (CP12).	£60 + VAT (£72)
Gas safety certificate and boiler service combined	If required, a boiler service can be carried out at the same time as the CP12 certificate. Fee covers the arrangement of a qualified gas engineer to attend the property to conduct the annual gas safety check and boiler service.	£80 + VAT (£96)
Energy performance certificate (EPC)	Required every 10 years by law (can be arranged by landlord or agent). Fee to instruct a qualified domestic energy assessor to carry out an Energy Performance Certificate. (Please note EPC's must be rated E or above in order for a property to be legally let).	£80 + VAT (£96)
Electrical safety certificate (EIRC)	Required every five years by law (can be arranged by landlord or agent). Fee to instruct a qualified electrician to carry out an electric safety certificate (fee for testing only, further works may be required at additional cost depending on result of test).	£175 + VAT (£210)
Rent guarantee insurance	Price to be confirmed via quote from insurer. Full policy details to be provided by insurer upon request.	TBC
Co-ordinating refurbishment	This fee is paid up front to cover our time in arranging quotes such as cleaning, rubbish removal, carpets and decorating with approved contractors. We will arrange for key collection from the office, quotes to be sent for approval, check work has been done and forward invoices for payment direct by Landlord. Check with us to confirm your requirements and we can confirm the price.	From £100 + VAT (£120)