

FEES TO: LANDLORDS

Level of service offered:

Tenant Find Service: 96% (Inc VAT) of the first month's rent

- Advising the likely rental income.
- Advertising and marketing the property.
- Arranging an Energy Performance Certificate (EPC) where required.
- Conducting viewings with prospective tenants.
- Applying for appropriate references.
- Negotiating the terms of the tenancy between landlord and tenant, ensuring an appropriate tenancy agreement is prepared and signed by the tenant and, or on behalf of, the landlord.
- Collecting the first months' rent and security deposit (the deposit must be help by an approved tenancy deposit scheme).
- Preparation of a detailed inventory and schedule of condition prior to the start of the tenancy.

Our fees are taken at the start of the tenancy.

Letting and Rent Collection Service: 10.8% (Inc VAT) of the monthly rent

The Letting and Rent Collection Service adds the following to the Tenant Find Service:

- Registering the deposit with the Deposit Protection Service (DPS).
- Collecting the rent on a monthly basis and forwarding net rents to the landlord less any fees or expenses incurred.
- Chasing rent arrears, should they arise.
- Preparation and submission of monthly statements.

Our fees are taken as a percentage of rent collected rather than a single up-front payment.

Fully Managed Service: 13.2% (Inc VAT) of the monthly rent

The Fully Managed Service adds the following to the Tenant Find & Letting and Rent Collection Services:

- Registering the deposit with the Deposit Protection Service (DPS) until the end of the tenancy when the property and contents will be checked for damage, above what is considered to be fair wear and tear.
- Arranging a Gas Safety Certificate to be carried out annually during the tenancy.
- Advising all relevant utility companies of changes.
- Hold keys throughout the tenancy term.
- Carrying out inspections to check on the general condition of the property.
- Co-ordination of repairs and maintenance including arranging for tradesmen to attend the property

Additional Non-Optional fees and charges (Fully Management & Letting and Rent Collection Services)

Inventory & Schedule of Condition Fee (Unfurnished Properties): £180 (Inc VAT)

- Preparation of a schedule of condition for an unfurnished property including digital photos of the property, meter readings and keys given to tenant.

Tenancy Renewal Fee: £102 (Inc VAT)

- Contract negotiation, preparation and arranging for signature of the tenancy agreement.
- Sending out to landlord and tenant new signed tenancy agreement.

Rent Review Fee: £102 (Inc VAT)

- Review rent in accordance with current prevailing market conditions and advise landlord.
- Negotiate with tenant.
- Direct tenant to make payment change as appropriate.
- Update the tenancy agreement.
- Serve Section 13 Notice.

Additional Non-Optional fees and charges (Tenant Find Service)

Checkout Fee: £120 (Inc VAT)

- Agree with the tenant a check out date and time appointment.
- Produce checkout report including digital photos of the property, final meter readings and keys returned by the tenant.

Additional Optional fees (Irrespective of level of service)

Professional Hourly Rate: £36 (Inc VAT)

- Court appearances.
- Dealing with insurance claims
- Any other service outside of our services included above and subject to prior written agreement.

Empty Property Visits: £36 (Inc VAT) charged per visit

Sales Agency Commission: 1.8% (Inc VAT) of the sale price

- Introducing a party to the landlord who subsequently proceeds to purchase the let property.
- Pay to the agent commission on completion of the sale.
- Please refer to our Sales Department Agency Agreement.

Any of the above fees which are outstanding at the end of the tenancy will be deducted from the

