

BRONZE – TENANT FIND SERVICE



Service fee = 1 months' rent (inc vat)
Subject to a minimum charge of £500 (inc vat)

- Advising on the likely rental income achievable.
- Advertising & marketing the property.
- Arranging an Energy Performance Certificate (EPC).
- Conducting viewings with prospective tenants.
- Applying for credit checks and appropriate references.
- Negotiating the terms of the tenancy agreement.
- Collecting 1st months' rent and security deposit.
- Preparation of inventory and schedule of condition.
- Registration of the deposit with the Deposit Protection Service (DPS).

Our fees are taken at the start of the tenancy.

Additional fees:

Checkout Fee: £75 + VAT (£90 inc VAT)

- Agree with the tenant a check-out date and time.
- Instruct independent inventory company to produce checkout report including digital photos of the property, final meter readings and keys returned by the tenant

Rent Review Fee: £50 + VAT (£60 inc VAT)

- Review rent in accordance with current market conditions & advise landlord & negotiate with tenant
- Serve Section 13 Notice via our retained solicitor's firm.
- Direct tenant to make payment change as appropriate.

GOLD – FULLY MANAGED SERVICE



Service Fee = 12% + VAT (14.4% inc VAT)
Tenancy Set up fee = £400.00 + VAT (£480.00 inc VAT)
Includes everything from **BRONZE** & **SILVER** plus:

- Arranging annual Gas Safety Certificates.
- Advising all relevant utility companies of changes.
- Hold property keys throughout the tenancy term.
- Regular inspections to check condition of property.
- Co-ordinating repairs, maintenance & tradesmen.
- Negotiate deductions from tenants deposit as required.

Our service fee is taken as a percentage of rent collected each month and the tenancy set up fee is taken from the first months' rent.

Additional fees:

Tenancy Renewal Fee: £100 + VAT (£120 inc VAT)

- Contract negotiation, preparation & arrangement or signature for the new tenancy agreement.
- Sending of newly signed tenancies to landlord/tenants.

Rent Review Fee: £50 + VAT (£60 inc VAT)

- Review rent in accordance with current market conditions & advise landlord & negotiate with tenant.
- Serve Section 13 Notice via our retained solicitor's firm.
- Direct tenant to make payment change as appropriate.

Checkout Fee: £75 + VAT (£90 inc VAT)

- Agree with the tenant a check-out date and time.
- Instruct independent inventory company to produce checkout report including digital photos of the property, final meter readings and keys returned by the tenant

SILVER – RENT COLLECTION SERVICE



Service Fee = 10% + VAT (12% inc VAT)
Tenancy Set up fee = £400.00 + VAT (£480.00 inc VAT)
Includes everything from **BRONZE** plus:

- Collecting the rent on a monthly basis.
- Forwarding net rental to landlord minus fees.
- Chasing rent arrears should they arise.
- Preparation & submission of monthly statements.

Our service fee is taken as a percentage of rent collected each month and the tenancy set up fee is taken from the first months' rent.

Additional fees:

Tenancy Renewal Fee: £100 + VAT (£120 inc VAT)

- Contract negotiation, preparation & arrangement or signature for the new tenancy agreement.
- Sending of newly signed tenancies to landlord/tenants.

Rent Review Fee: £50 + VAT (£60 inc VAT)

- Review rent in accordance with current market conditions & advise landlord & negotiate with tenant.
- Serve Section 13 Notice via our retained solicitor's firm.
- Direct tenant to make payment change as appropriate.

Checkout Fee: £75 + VAT (£90 inc VAT)

- Agree with the tenant a check-out date and time.
- Instruct independent inventory company to produce checkout report including digital photos of the property, final meter readings and keys returned by the tenant

Professional Hourly Rate: £30 + VAT (£36 inc VAT)

Court appearances | Dealing with insurance claims | Any other service, subject to prior written agreement.

Empty Property Visits: £30 + VAT (£36 inc VAT) per visit

Section 8, 21, 47 and 48 and Abandonment Notices: £75 + VAT (£90 inc VAT)

Who we work with



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