

Levels of service offered



21 High Street | Wincanton | Somerset | BA9 9 JT
 Tel: 01963 34006 wincanton@hamletlettings.co.uk
www.hamletlettings.co.uk

TENANT FIND SERVICE

RENT COLLECT SERVICE

FULLY MANAGED SERVICE



BRONZE
 (1 months' rent inc VAT) subject to minimum charge of £500 + VAT (£600 inc. VAT)



SILVER
 10% + VAT (12% inc. VAT) of the monthly rent – Setup Fee 2.5 weeks rent + VAT



GOLD
 12.5% + VAT (15% inc. VAT) of the monthly rent – Setup Fee 2.5 weeks rent + VAT

A thorough on-site market appraisal with advice on the current rental market.	✓	✓	✓
Provide clear guidance on compliance with statutory requirements, letting consents, and safety regulations.	✓	✓	✓
Assess the property's condition and offer professional advice on any necessary improvement works.	✓	✓	✓
Arrange for the erection of a "To Let" board at the property, where possible.	✓	✓	✓
Comprehensive marketing and advertising across all relevant property portals.	✓	✓	✓
Carry out accompanied viewings and interview prospective tenants.	✓	✓	✓
Negotiate the terms of the tenancy agreement between landlord and tenant.	✓	✓	✓
Conduct comprehensive reference checks through a professional referencing agency, ensuring compliance with Right to Rent and sanction checks.	✓	✓	✓
Draft the legal tenancy agreement and arrange for electronic signing by both landlord and tenant.	✓	✓	✓
Provide the tenant with a statement detailing the collection of the first month's rent and security deposit.	✓	✓	✓
Register and pay the deposit to a government approved scheme, providing tenants with the required prescribed information.	✓	✓	✓
Instruct an independent inventory provider to compile a comprehensive inventory and schedule of condition, including photographs and detailed written descriptions of the property.	✓	✓	✓
Arrange a move-in appointment with the tenants to hand over keys and provide all compliance documentation, including gas, electrical, and EPC certificates, the government's "How to Rent" guide, and copies of all other tenancy-related documents.	✓	✓	✓
Collect and remit the monthly rent, providing the landlord with a detailed monthly statement of income and expenditure.		✓	✓
Take action regarding rent non-payment and offer guidance on rent arrears procedures.		✓	✓
Arrange necessary and routine maintenance when needed, settling invoices from rental income.			✓
Provide tenants with a 24/7 out-of-hours emergency helpline for urgent maintenance issues outside office hours.			✓
Arrange and coordinate the renewal of safety certificates.			✓
Conduct at least two scheduled property inspections per year, delivering comprehensive reports digitally to the landlord after each visit.			✓
Instruct an independent inventory provider to compile a comprehensive check-out report, including photographs and detailed written descriptions of the property.	PRICES from £85 + vat	PRICES from £85 + vat	PRICES from £85 + vat
Manage the return of the deposit and mediate negotiations regarding any deductions between landlord and tenant.	FEE applies	FEE applies	FEE applies

Levels of service offered – Terms and conditions



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During Tenancy Fees

TAX RETURN DOCUMENTS:

£50 + VAT (£60 inc. VAT). Supply a fully completed tax return in digital format to the landlord or landlords accountant.

ADDITIONAL PROPERTY VISITS:

£100 + VAT (£120 inc. VAT) per visit. If the landlord requests property visits beyond those included in their existing terms of business, this fee covers the cost of attending the property and providing a detailed inspection report.

RENT REVIEW FEE:

£75 + VAT (£90 inc. VAT) per increase. Review the rent in line with current market conditions and advise the landlord accordingly. Negotiate with the tenant(s), serve the required Section 13 rent increase notice and provide the tenant with comparable evidence to support the increase. Instruct the tenant to adjust rent payments as appropriate.

ISSUING OF SECTION 8 NOTICE:

£150 + VAT (£180 inc. VAT) per notice. Instruct the solicitor to serve the relevant Section 8 notice, specifying the grounds the landlord is relying on. Provide the solicitor with all necessary documentation to enable the notice to be served to the tenant(s).

End of tenancy fees

CHECK-OUT FEE:

Starting from £85 + vat (£102 inc. VAT). Instruct an independent inventory provider to prepare a comprehensive check-out report based on the original inventory and schedule of condition, including photographs and detailed written descriptions of the property. Manage negotiations concerning the repayment of the security deposit.

Other fees and charges

PROOF OF OWNERSHIP CHECK:

£30 + VAT (£36 inc. VAT). Obtain and download HM Land Registry documents to prove ownership

LANDLORD WITHDRAWAL FEES -

(Before tenancy start): £300 + VAT (£360 inc. VAT) per tenancy. To cover costs related to marketing, advertising, and tenancy setup if the landlord withdraws before the tenancy begins.

LANDLORD WITHDRAWAL FEES -

(During tenancy): £350 + VAT (£420 inc. VAT) per tenancy. To cover the costs of notifying the tenant(s) about the change in management, providing all tenancy paperwork and relevant documentation held by the agent to the landlord or new agent, and managing the transfer of the security deposit to the landlord's chosen government scheme.

MANAGEMENT TAKE-OVER FEES:

£200 + VAT (£240 inc. VAT) per tenancy. To cover the costs associated with taking over the management of an existing tenancy, ensuring all tenancy compliance requirements are met, receiving and safeguarding any security deposits, and issuing all necessary legal documentation to the tenant(s).

TENANCY AGREEMENT PREPARATION ONLY:

£200 + VAT (£240 inc. VAT) per tenancy. Drafting the legal tenancy agreement in accordance with instructions, ensuring all relevant terms and conditions are accurately included to protect the interests of all parties involved.

PROFESSIONAL HOURLY RATE:

£100 + VAT (£120 inc. VAT) Court appearances, handling insurance claims, and any other services not listed above - subject to prior written agreement.

EMPTY PROPERTY VISITS: £50 + VAT (£60 inc. VAT).