

# SCHEDULE OF FEES AND SERVICES

	Lettings Service	Management
	12% inc	16.8% inc
	(10%+VAT)	(14%+VAT)
<b>VALUATION</b>		
Appraise the property	✓	✓
Conduct market research	✓	✓
Provide up to date rental valuation	✓	✓
<b>MARKETING</b>		
Prepare bespoke property pack (to include professionally edited photography)	✓	✓
Provide multi channel marketing (including portals Rightmove & Zoopla)	✓	✓
Arrange and host viewings	✓	✓
Provide regular marketing feedback	✓	✓
Secure suitable tenant and negotiate rental terms	✓	✓
<b>PRE-TENANCY SETUP</b>		
Conduct credit check, affordability assessment, employment and landlord references	✓	✓
Conduct Right to Rent checks	✓	✓
Prepare tenancy agreement	✓	✓
Complete docusign process	✓	✓
Arrange support services (to include cleaning, inventory and rent guarantee)	✓	✓
Arrange compliance certificates (to include gas safety, electrical installation and EPC)	✓	✓
<b>RENT COLLECTION</b>		
Collect first months rent and deposit	✓	✓
Request a standing order for future rent payments	✓	✓
Issue tenant rent demands	✓	✓
Collect rent and provide landlord statements	✓	✓
Collect fees monthly	✓	✓
Administer overseas landlord tax (as required)	✓	✓
Provide rent arrears service and advice	✓	✓
<b>MANAGEMENT</b>		
Register tenancy deposit	-	✓
Appoint a dedicated property manager	-	✓
Establish and maintain ongoing communication with tenant	-	✓
Organise ongoing maintenance and repairs with panel of reputable contractors	-	✓
Organise property inspections and reports	-	✓
Provide 24/7 emergency service	-	✓
Provide annual rental revaluation (if required)	-	✓
Negotiate and secure tenancy renewal, or remarket	-	✓
Arrange cleaning and checkout service (as required)	-	✓
Arrange outgoings to include service charge, ground rent and standing charges (upon request)	-	✓
Serve legal notices	-	✓
Provide deposit deduction support	-	✓

We are members of the following schemes:



## DEPOSIT AND ADMINISTRATION FEES

Tenancy set up fee:	£420.00 inc. VAT	
Renewal administration fee:	£180.00 inc. VAT	
Deposit protection:	£80.00 inc. VAT	
Deposit deduction advice:	£120.00 inc. VAT	<i>Included in Management service</i>

## INVENTORY AND CHECK OUT COSTS

Property Size	Inventory Cost	Check Out Cost
Studio	£200.00 inc. VAT	£150.00 inc. VAT
1 Bedroom	£220.00 inc. VAT	£170.00 inc. VAT
2 Bedroom	£240.00 inc. VAT	£190.00 inc. VAT
3 Bedroom	£260.00 inc. VAT	£210.00 inc. VAT
4 Bedroom	£280.00 inc. VAT	£230.00 inc. VAT

## Tenancy Documents

EPC energy performance certificate)	£144.00 inc. VAT
Electrical Safety Inspection	£240.00 inc. VAT
Gas Safety Inspection	£144.00 inc. VAT
Six Monthly Inspections	£144.00 inc. VAT

## TENANT COSTS

<b>Lost key or fob replacement</b>	Variable dependent on the complexity of device/lock (only exact costs of replacement will be passed on)
Late payment of rent <i>(14 days after rent due date)</i>	£25.00 inc. VAT
Change of sharer or occupant fee	£50.00 inc. VAT
Early termination Fee	Any loss incurred by the landlord will be payable