

FEES TO LANDLORDS

	FULLY MANAGED 8.5% + VAT	LET ONLY	HMO FULLY MANAGED 10% + VAT
Set up Fees	£380 incl VAT	£480 incl VAT	X
Extensive marketing and advertising of your property	✓	✓	✓
Preparation of property particulars	✓	✓	✓
Matching of properties to our registered applicants	✓	✓	✓
Accompanied viewings by our professional staff	✓	✓	✓
Stringent tenant referencing including 'right to rent checks', review of 3 months' bank statements and referencing of employers and previous landlord	✓	✓	✓
Creation of a 6 month Assured Shorthold Tenancy Agreement	✓	✓	✓
Creation of a comprehensive inventory with photographs burnt to disc	✓	✓	✓
Collection of 1 st months' rent and deposit in cleared funds from your tenant	✓	✓	✓
Moving in of your tenant to the property	✓	✓	✓
Deposit lodged with the Deposit Protection Service	✓	✓	✓
Setting up of tenant's standing order	✓	✓	✓
Collection of monthly rent for payment to Landlords	✓	X	✓
Chasing of any late payers in pursuance of rent	✓	X	✓
Preparation and submission of monthly statements	✓	X	✓

Routine inspections the first after 3 months, then 6 monthly thereafter	✓	✗	✓
The arrangement of routine and emergency repairs to the property	✓	✗	✓
Out of hours emergency number to report emergency repairs	✓	✗	✓
To arrange renewals of any legal requirements such as gas safety and electrical safety inspections	✓	✗	✓
The arrangement of 'rent guarantee, buildings and contents insurance if required	✓	✗	✓
Preparation of annual statements showing income and expenditure	✓	✗	✓
Submission of annual HMRC landlord report	✓	✓	✓
Comprehensive check out procedure including pre and final inspections	✓	£100 incl VAT Includes the ticks below	✓
Deal with any dilapidations and make deductions from any tenancy deposit	✓	✓	✓
Arbitrate any disputes between you and the tenant	✓	✓	✓
Release any deposit monies accordingly	✓	✓	✓
Take meter readings at the start and end of any tenancy and advise utility companies accordingly	✓	✓	✓
Advise and arrange any refurbishments in order to maximize the rental value for re-letting	✓	✓	✓
Review and advise you of rental increases annually and serve the Section 13 notice as required	✓	✗	✓
Serving of relevant notice to gain possession of the property	✓	✗	✓
Weekly alarm and emergency light checks, six monthly servicing, annual PAT testing etc – HMO only	✗	✗	✓
Attend council annual inspections – HMO only	✗	✗	✓

ADDITIONAL CHARGES & SERVICES IF REQUIRED

Energy Performance Certificate	£85	£85
Gas Safety Certificate	£85	£85
Gas Safety Inspection with annual service	£145	£145
PAT testing	Call	Call
Electrical Safety Check	£120 - £160	£120 - £160
Legionella Risk Inspection	£115	£115
Smoke Detector installation	£45*	£45*
CO2 (carbon monoxide) detector installation	£45*	£45*

*Per detector

NOTICES AND RENEWALS

Renewal of fixed term Tenancy Agreement	£45	£45
Issuing of section 21 notice	Free	£45
Issuing of section 8 notice	Free	£45
Issuing of section 13 notice	Free	£45
Addenda to Tenancy Agreement	Free	Free
Early termination fee	£180	£180
Court appearance daily charge	£280	£280

REPAIRS AND MAINTENANCE

Routine property inspections			
Additional requested inspections	£35 per visit		

All of the above charges will be subject to review annually and any increases will be notified in writing giving a minimum of two months' notice.