

FEES TO LANDLORDS

All fees quoted are inclusive of VAT	FULLY MANAGED 14.40%	LET ONLY 12% of 1st 6 months rent (min fee £420)
Set up Fees	£240	X
Extensive marketing and advertising of your property	✓	✓
Preparation of professional property particulars including room sizes, floor plans and photographs	✓	✓
State of the art technology matching our properties to suitable tenants	✓	✓
Accompanied viewings by professional staff	✓	✓
Stringent tenant referencing including 'right to reside checks', and the review of 6 months bank statements	✓	✓
Creation of a 6 month Assured Shorthold Tenancy Agreement	£120	£120
Arranging a comprehensive 3rd party inventory including photographs and meter readings	✓	£180
Collecting first months rent and deposit in cleared funds from your tenant	✓	✓
Moving in your tenant with comprehensive handover procedure	✓	✓
Deposit held in an audited client account which is registered with the Tenancy Deposit Scheme	£42	£42
Assisting your tenants with their standing order forms for rental payments	✓	✓
Collecting the rental payments from tenants for prompt payment to Landlords	✓	X
The chasing of any late payers (if necessary) and pursuance of the rent	✓	X
Preparation and submission of monthly statements to our landlords	✓	X

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Routine inspections with comprehensive reports to our Landlords which include colour photographs	✓	✗
The use of 'Fixflo' an online facility for our tenants to report any repair or maintenance issue using photographs and enabling interpretation from any language to our dedicated maintenance team	✓	✗
The arrangement of routine and emergency repairs through our list of competitive contractors who all have the necessary insurances	✓	✗
A 24 hour contact service to our dedicated team of specialised contractors	✓	✗
To arrange the renewals of any legal requirements such as PAT's tests and gas safety reports or electrical safety checks	✓	✗
To arrange rent guarantee insurances and buildings and contents insurances if required	✓	✗
Arrange annual statements showing your income and expenditure	✓	✗
Complete a comprehensive 'check-out procedure' using the latest technology to report to you by email with photographic evidence any issues or delapidations	£120	£120
Deal with any delapidations and make relevant deductions from the tenancy deposit	✓	✗
Arbitrate any dispute between you and the tenant endeavouring to act in your very best interests	✓	£120
Releasing deposit monies accordingly	✓	✗
Take meter readings and inform the various utility companies at the end of the tenancy	✓	✗
Advise & arrange any necessary refurbishment works to maximise your future revenue for re-letting purposes	✓	✗
Review and advise you on an annual basis of potential rent increases and serve the required section 13 notice to do this	✓	✗

ADDITIONAL CHARGES AND SERVICES IF REQUIRED

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SAFETY & LEGAL REQUIREMENTS

Energy Performance Certificate	£100	£100
Gas Safety Certificate	£72.00	£72.00
Gas Safety Certificate with Service	£90.00	£90.00
Electrical Safety Check	£162	£162
PAT's Test	£60	£60
Legionella Risk Assessment	£120	£120
Carbon Monoxide Detector Install *	£84	£84
Smoke Detector Install *	£84	£84

* per detector

NOTICES & RENEWALS

Renewal of fixed term Tenancy Agreement	£60	£60
Issuing section 21 notice	£60	£60
Issuing section 8 notice	£60	£60
Issuing section 13 notice	✓	£60
Addenda to Tenancy Agreements	£60	£60
Early termination fee	£180	£180
Court appearance daily charge	£360	£360

REPAIRS AND MAINTENANCE

Routine property inspections	✓	✗
Additional requested inspections	£60 per visit	
Repairs when NET costs exceeds £500	12% of NET total cost	
Refurbishment costs when NET cost exceeds £1000	12% of NET total cost	

All of the above charges will be subject to review 12 months from the date of this agreement and any increases will be notified in writing giving a minimum of two months' notice.