

<b>Letting Service Options Table</b>	<b>Rent Collection</b>	<b>Fully Managed</b>
Standard Fees (Shown as a Percentage of Monthly Rent Collected For the Term of the Contract)	12%	15%
Landlords admin fee: Inventory and Schedule of Condition, Lodge Deposit, Notify utility Suppliers, Preparation of Tenancy Agreement and Smoke and Carbon Monoxide test	75% of the first months rent, min £650.	75% of the first months rent, min £650
<b>Marketing</b>		
Rental Appraisal	Included	Included
Marketing the Property	Included	Included
Accompany Viewings	Included	Included
<b>Pre Tenancy</b>		
Take up References and Credit Checks	£24	£24
Collect Rent in Advance and Tenancy Deposit	Included	Included
Inventory and Schedule of Condition	Included	Included
Complete Agents Tenancy Agreement	Included	Included
Send Standing Order for Ongoing Rent Payments	Included	Included
Notify Utility Providers	Included	Included
Lodge the Deposit with the Tenancy Deposit Service (TDS)	Included	Included
Prepare and Supply Move in Statement	Included	Included
Smoke and Carbon Monoxide test	Included	Included
<b>On Going Tenancy</b>		
Receive Rent and Remit to Landlord by BACS	Included	Included
Itemise Monthly Statements by Email	Included	Included
Interim Property Inspections and Written Report	N/A	Included
Additional Property Inspections, required by Landlord	£72	£72
Rent Arrears Management	Included	Included
Tenancy Renewals/Rent Review/Supplemental Agreements/Completion	£90	£90
Receiving Calls from Tenant	Not Included	Included
<b>Maintenance</b>		
Instruct/Obtain Quotes per Contractor	Cost +7% of works	Cost +7% of works
Annual Gas Safety Certificate	Cost	Cost
Electrical Appliance (PAT) Test	Cost	Cost
Electrical Safety Inspection	Cost	Cost
<b>End of Tenancy</b>		
S21 Delivered by Hand and Completed Statutory Declaration	up to £150	up to £150
Liaise with Inventory Clerk for Check-out, including visits to property	£125	Included
Negotiate Deposit Release	£60 per hour	Included
Preparation of Documents in the Case of Deposit Dispute Claim	£60 per hour	Included
Preparation of Documents for your Solicitors/Court Attendance	£60 per hour	Included
<b>Other Charges</b>		
Rental Warranty and Legal Protection	+1.5% on Standard Fee on Renewal	+1.5% on Standard Fee on Renewal
Manage Insurance Claims (Not Processing Claim)	N/A	7% of Claim Value
Manage Major Works	Up to 10% of Cost	Up to 10% of Cost
Purchasing Items	Cost	Cost
Providing Temporary Heaters	£25 each	£25 each
Legionella Risk Assessment	Cost	Cost
Energy Performance Certificate	£95	£95
Vacant Property Visits (per Visit and Subject to Written Agreement)	£60	£60
Sale of Property where instructed (Based on Sale Agreed Price)	1.5%	1.2%
Abortive Let	£360	£360
Copy Tenancy Documents/Statements (per item)	£18	£18
Non-Resident Landlords Monthly Tax Administration Fee	£30	Included
<b>Notes</b>		
All figures are inclusive of VAT at the current rate. These figures are a guide only and not contractual		