

## FEES TO: LANDLORDS

### LEVELS OF SERVICE OFFERED:

**Tenant find: £600 (inc VAT).**

**INCLUDES:**

- Collect and remit initial months' rent received and Tenancy Deposit. Complete initial 6 month tenancy agreement. Complete photographic inventory.
- Agree collection of any shortfall and payment method.
- Provide tenant with method of payment and landlords contact information.
- Deduct any pre-tenancy invoices
- Conduct general day to day running of the tenancy.

**Fully Managed: Set up fee of 60% of the first months rent (inc VAT) then 12% of monthly rent (inc VAT)**

**INCLUDES:**

- Collect and remit the monthly rent received and arrange contract renewals and rent reviews.
- Pursue non-payment of rent and provide advice on rent arrears actions.
- Deduct commission and other works.
- Advise all relevant utility providers of changes.
- Undertake one inspection visit per quarter and notify landlord of the outcome.
- Arrange routine repairs and instruct approved contractors (providing two quotes).

Both above services include the following;-

- Agree the market rent and find a tenant in accordance with the landlord guidelines;
- Advise on refurbishment
- Provide guidance on compliance with statutory provisions and letting consents
- Carry out accompanied viewings (as appropriate)
- Market the property and advertise on relevant portals
- Erect board outside property in accordance with Town and Country Planning Act 1990
- Advise on non-resident tax status and HMRC (if relevant), complete tenancy agreement, photographic inventory.