



Lettings & Property Management

Landlord Fees

TENANT FIND SERVICE

- Providing a rental valuation of the property and giving advice as required.
- Advertising as necessary, interviewing and selecting tenants, arranging/carrying out viewings.
- Taking up references and credit checks as appropriate & obtaining guarantors if required
- Collecting the first advance rental and security deposit.
- Drawing up a standard Assured Shorthold Tenancy Agreement and arranging signature by the tenant/s.

£325 - £450 Depending on size and type of property

FULL MANAGEMENT SERVICE

- 1) Providing a **rental valuation** of the property, and offering advice as required.
- 2) **Advertising** as necessary, selecting tenants, arranging/carrying out viewings, obtaining references, dealing with negotiations.
- 3) Preparing and signing as Agent for The Owner a suitable **tenancy agreement** in accordance with current law.
- 4) Preparing an **inventory** and schedule of condition at the charge shown below.
- 5) Advising on and assisting in the transfer of **utility service** accounts.
- 6) Collecting and holding as stakeholder a **security deposit** usually equivalent to one calendar month's rental.
- 7) Receiving ongoing **rental payments**, preparing and forwarding to The Owner and/or their accountant financial statements on a monthly basis, and remitting the balance of rental payments within one month of the due date, provided the same shall have actually been received.
- 8) Making payment of certain **regular outgoings** provided The Agent has agreed to do so separately in writing and that sufficient funds are held in credit by virtue of paragraph 7 above.
- 9) Advising on and ensuring compliance with the Gas Safety (Installation and Use) Regulations 1998 with regard to the inspection, maintenance, and keeping of records in respect of **gas appliances in tenanted premises**, The Owner being responsible for all costs involved.
- 10) Advising on and ensuring compliance with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (amended 1989, 1993 & 1996) with regard to **minimum fire resistant standards** of specified items supplied in the course of letting property, The Owner being responsible for all costs involved.
- 11) Advising on and ensuring compliance with the Electrical Equipment (Safety) Regulations 1994 and other relevant legislation with regard to the **condition and safety of electrical equipment and appliances** in tenanted premises, The Owner being responsible for all costs involved.
- 12) **Inspecting** the property periodically to ensure compliance with the terms of the tenancy agreement.



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- 13) Arranging any **repairs, maintenance or replacements** to the property or contents which come to or are brought to The Agent's notice and which The Agent considers necessary, up to an estimated cost of £150 for any one item or job, The Owner being responsible for the cost involved. Where the estimated cost exceeds £150, notifying The Owner or their nominated representative who will be responsible for arranging and paying for such work or replacement.
- 14) Dealing with any necessary **insurance claim** on The Owner's behalf, at a charge equivalent to 10% of the value claimed.
- 15) Taking appropriate initial action in the event of **rent arrears or any other breach of condition** of the agreement in an effort to remedy the situation. Where such arrears or breach persists, informing The Owner or The Owner's nominated representative who will be responsible for taking any further action and meeting any costs involved.
- 16) Liaising with the tenant on a routine basis, arranging **renewals** of the agreement or **check-outs, re-advertising** and **re-letting** to new tenants as appropriate.

FEES

(a) Initial Letting Fee £99 + vat

(b) Management Commission equivalent to 10 % + vat of rental received

The Initial Letting Fee will be payable for each agreement granted to new tenants. An Administration Fee of £ 50 + vat will be payable on the occasion of each renewal of an existing agreement.

(c) Preparation of Inventory

Charges for preparation of an inventory and schedule of condition are £ 75 + vat. (once only payment)