

## Scale of Charges to Landlords

	Fully Managed	Letting & rent Collection	Let Only
<b>Setting up the tenancy</b>	£480.00	£420.00	£510.00
Market appraisal inc valuation	●	●	●
Guidance on legal compliance, refurbishment requirements	●	●	●
Advertising - Rightmove, Zoopla, Agent Website, Social media, prominent window display in Mere Green	●	●	●
To Let board (where permitted)	●	●	●
Property Match to registered tenants	●	●	●
Accompanied Viewings (if required)	●	●	●
Reviewing applications and negotiating tenancy	●	●	●
Referencing applicants including Right to Rent checks	●	●	●
Arrangement of Tenancy Agreement, DPS, and other documentation	●	●	●
Sign up appointment with Tenant	●	●	●
Provision of rent payment details	●	●	●
Provision of inventory	●	120	120
Deposit Registration and protection. (DPS)	●	●	●
Notifying utility companies and local council of new tenancy	●	●	●
Accompanied Move in appointment with Tenant	●	●	●
Provision of required compliance checks and documents (separate charge for certifications)	●	●	●
<b>Management Fee/Rent Collection Fee pcm</b>	12%	5%	
Collect and process rent and email/post statement	●	●	Month 1
Pursue non-payment of rent and advise on rent arrears actions	●	●	
Arrange repairs and quotes for necessary works (to an agreed value)	●		
Handle all tenant enquiries/issues	●		
Periodic inspection of property (minimum 2 per annum) emailed report	●	60	60
Arrangement of certificate renewals (e.g Gas safety certificate)	●		
Final inspection/check out of property, emailed Report	●	100	100
Notifying utility companies and local council of move out information	●		
Hold a set of keys throughout the tenancy term	●		
Preparation and service of section 21 notice for possession	●	85	85
Preparation and service of section 8 notice for possession	●	85	85
Preparation and service of Section 13 notice for rent increase on a periodic tenancy	●	30	30
Addendum to existing Tenancy Agreement	●	50	50
New/additional occupier set up after original tenancy start date	50		
Same day payment to you	●	●	
Monthly statements by Email	●	●	
Duplicate statements by Email	£30	£30	£30
Annual Statement of income and expenditure for Tax purposes	●	●	
Overseas Landlords, Calculation, collection & payment for NRL	£20	n/a	n/a
Deposit dispute submission to DPS	●	60	120
Additional property condition inspections beyond standard service	30		
Overseeing major repairs and refurbishment works (12% of net costs of works)	varies		
Sale of property to tenants in situ	1,200.00		
<b>Compliance and Safety</b>			
Gas Safety certificate (1 appliance) valid for 12 months	90	90	90
Gas Safety certificate (2 appliances) valid for 12 months	POA		
EPC (energy performance certificates) valid for 10 years	120	120	120
Legionella risk assessment	POA	POA	POA
Smoke alarms and CO alarms	POA	POA	POA
Electrical condition report (7 pages) - valid for 5 years	POA	POA	POA

All prices including VAT