

### LANDLORDS FEES

**INTRODUCTION ONLY** – We will take care of everything to ensure we find a suitable tenant for your property with the minimum time and fuss.

- We will market your property via our website, through local advertising and by contacting potential tenants on our waiting list.
- When a viewing proves successful, we will carry out full employment, credit and Landlord references through a Referencing Company.
- The opportunity to meet your prospective tenant(s) is available throughout the whole process.
- We would prepare an Assured Shorthold Tenancy Agreement and the relevant notices, carry out a full written Inventory and photographs and take the necessary meter readings.
- We would also collect the first month's rent from which we would deduct our fee.
- A deposit would also be taken and paid into The Deposit Protection Service.
- The tenant would then pay the rent to you direct.
- Then it's over to you!!

Fees operate on a sliding scale basis:

- 1 bedroom - £325.00 + VAT, 2 bedroom - £375.00 + VAT, 3 bedroom - £425.00 + VAT, 4 + bedrooms - £475.00 + VAT

**Please note** – If you require us to carry out a final check out at the end of the tenancy on your behalf, a fee of £50 + VAT will be charged.

**FULLY MANAGED** – We can take complete control from start to finish to remove any emotion and stress.

- We will market your property via our website, through local advertising and by contacting potential tenants on our waiting list.
- When a viewing proves successful, we will carry out full employment, credit and Landlord references through a Referencing Company.
- We would prepare an Assured Shorthold Tenancy Agreement and the relevant notices, carry out a full written Inventory and photographs and take the necessary meter readings.
- We will collect the rental payments on a monthly basis from which we will deduct our agreed fees.
- A deposit would also be taken and paid into The Deposit Protection Service.
- We will regularly visit the property for inspections and provide a report of our findings.
- You can let us know how much involvement you want – if minor repairs are needed, we can arrange this automatically and consult you if major repairs are required. Alternatively, we can consult you regardless.
- If the tenant decides to terminate their contract, we will contact you and ask for your instruction. However, if you wish to terminate the contract, we can deal with this on your behalf.
- At the end of the tenancy, we will visit the property for a final check out and assess if any deposit deductions are necessary. Due to our comprehensive Inventories, any disputes which could arise will be minimised.

An initial set up fee is applicable for every new tenancy. This will equate to 35% of the first month's rent + VAT. Thereafter, an ongoing Management Fee of 10% + VAT will be deducted from your gross rental income on a monthly basis. The agreed management fee is stated on the Property Management Form.

At the end of the initial fixed term of 6 months, the Tenant's contract will automatically become a periodic tenancy. However, should you, the Landlord, wish to issue a further fixed term contract, a charge of £50.00 + VAT will be made as a renewal fee.

At the end of a tenancy, a check out fee of £50.00 + VAT will be charged

**LANDLORDS SUPPORT** – We can offer any element of our Fully Managed Service to you on a "Pay As You Go" basis to give you support in the areas needed. Perhaps you are happy to organise repairs on your property yourself, but paperwork is really not your forte! (All fees quoted are subject to VAT @ 20%)

- Drawing up Tenancy Agreements and associated paperwork - £120.00
- Arranging Gas Safety Certificates, Legionella Risk Assessments, Energy Performance Certificates and Electrical reports (if required) - £50.00 or £20.00 each (Please note, this fee is for arrangement only and does not cover the cost of the associated reports)
- Inspection and written report of findings - £50.00
- Preparation of an Inventory - £150.00
- Check out when tenants leave property (signed Inventory must be in place) - £50.00
- Submitting of deposits and issuing prescribed information - £35.00 per deposit
- Maintenance arrangements - £30.00 per Contractor involved
- Eviction advice - £50.00 per hour excluding any Court Fees
- Post tenancy assistance or information - £30.00 per hour not including any remedial works if required
- Vacant property visit service - £25.00 per visit
- Tenant Find Only – 35% of the first months rent
- Rent review and preparation of associated paperwork - £50.00

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