

## Letting & Management Services

Listed below are the key services we can offer you:

- Visiting your property to carry out a free rental appraisal, we can also provide you with a quote for your buildings insurance whilst at the property or refer you to our Financial Advisor who will provide a quote according to your requirements. We will at this time answer any questions you may have regarding your obligations as a landlord and inform you of our services and provide information about the Rent Guarantee Scheme.
- Advertising your property locally: in our three High Street branches and relevant press.
- Erecting a "To Let" board if required.
- Advertise your property in social media (Facebook and Twitter), property portals and websites (such as Rightmove, Zoopla, Gumtree, primelocation, crownstateagents, aonlettings and indirectly on various other websites).
- Searching our database of registered tenants in an effort to locate a suitable tenant as early as possible.
- Making appointments with potential tenants, carrying out accompanied viewings and providing you with any negative feedback from the appointments.
- Informing you when a potential tenant has completed an application form. Carrying out references and credit searches to satisfy our criteria on tenants. On request, we will provide you copies or information on the checks we have conducted.
- Subject to satisfactory references a six month Assured Shorthold Tenancy Agreement, in accordance with the Housing Act, is prepared and issued for signing.
- A bond equivalent to one month's rent, or any agreed discounted amount, is collected and is submitted to the Deposit Protection Service or transferred to you if you can provide proof of your registration on a Government-approved scheme. The first months rent (pro rata if we are managing the property) in advance is collected. A detailed inventory is prepared prior to the tenant collecting the keys and signed off after the tenant has had change to confirm the details.
- We undertake to collect all rents on the date due (1<sup>st</sup> of each month) and payment will be made to you as soon as possible (15<sup>th</sup> of each month). A statement will be sent to you following every payment.
- We will inform the Local Authority of the details of the new occupier of the property and retain meter readings (where accessible).
- Our in-house maintenance team will report to you as soon as possible when a repair had been reported for your instructions.
- We will carry regular inspections to monitor the condition of your property. We will inform you of any causes of concern.
- On our inspections we will ensure your property is fitted with smoke detectors and carbon monoxide detectors, where relevant, to ensure your property is kept legal and your insurance cover is validated.

## SCALE OF CHARGES

Tenant Find Only Service	£300 (+ VAT)
Full Management Service	10% (+ VAT) of the rent, deducted from the rent as received.
Rent Collection Only Service	6% (+ VAT) of the rent, deducted from the rent as received.

## Other Charges

### Landlord

Landlord set up fee (for FM and RCO)	£100 + VAT
For Preparation of a claim against the Deposit (for preparation and attestation costs from solicitors)	£50 + VAT
Leases and Legal Documents	Free with FM (£50 + VAT TFO)
Inventory Preparation Fee	Free with FM and RCO (£100 + VAT for TFO)
Duplicate Statements	£5 (inc VAT) per copy provided
Insurance Claim Handling Fee	10% plus VAT of cost of works
Resigning fee	£POA payable where the Agent with your agreement, arranges a renewal of tenancy to an existing Tenant.

### Post Letting Service

(Inclusive with our Full Management Service)

Inventory Check Out (Including Damage report) £100 + VAT

All prices subject to change after two months written notice.

### Cancellation

Where Full Management or Letting and Rent Collection Service is cancelled and the tenant is still occupying the property, there is a fee of £200 + VAT payable by the landlord.