

Full Management Service

Summary of Services Provided

- ◆ Inspection of property to assess rental value and compliance with health and safety regulations
- ◆ Advertising and inclusion on major websites
- ◆ Matching suitable tenants to the property
- ◆ Conducting all accompanied viewings
- ◆ Credit checking applicants and referencing (chargeable)
- ◆ Preparation of the Tenancy Agreement
- ◆ Preparation of a detailed inventory if requested (furnished)
- ◆ Collection and lodging of the deposit payable by the tenant
- ◆ Transfer of the utilities into the Tenants name
- ◆ Supervising the handing over of the property to the tenant and notification to utilities, of new tenancy
- ◆ Collection of the rent throughout the tenancy
- ◆ Inspections of the property on a quarterly basis
- ◆ Organisation of running repairs and maintenance of the property if required
- ◆ Transfer of rent payments to the Landlord together with statements of accounts monthly
- ◆ Serving the appropriate legal notice in the event of any breach of contract, subject to legal advise
- ◆ Serving the appropriate legal notice to the Tenant to end the tenancy, subject to legal advise
- ◆ Supervising the handing back of the property by the Tenant
- ◆ The undertaking of a 'pass off inspection' and taking meter readings for utility companies
- ◆ Transfer of utilities and services from the vacating Tenant's name into the Landlord's name or the new Tenant's name if applicable

Charges

Setting up fee	£300.00 or 50% of first months rent (whichever is the greater)
Management fee	10% of monthly rent for a single property / 8% for multiple properties
Re-letting fee	£200.00 or 25% of one month's rent (whichever is the greater)
Preparation of inventory (furnished)	£75.00 (Optional)
Gas Certificate	£80.00 / Boiler Service an extra £40.00
Electrical Certificate	£175.00
EPC (energy performance certificate)	£150.00
Credit Searches and Referencing Fees	£275.00
Contract Renewal Fee	£80.00
Legal Notices If Required	£120.00

All charges are subject to VAT at the current rate