

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 an Assured Periodic Tenancy Agreement (APT)
- ◆ 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 advice
- ◆ Serving the appropriate legal notice to the Tenant to end the tenancy, subject to legal advice
- ◆ 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. Subject to provider agreement.

Charges

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| Setting up fee | £400.00 or 50% of first month's rent (whichever is the greater) |
| Management fee | 10% of monthly rent for a single property / 9% for multiple properties |
| Re-letting fee | £300.00 or 35% of one month's rent (whichever is the greater) |
| Preparation of inventory (furnished) | £100.00 (Optional) |
| Gas Certificate | £90.00 (Boiler Service an extra £50.00) |
| Electrical Certificate | £195.00 |
| EPC (energy performance certificate) | £175.00 |
| Credit Searches and Referencing Fees | £325.00 |
| Annual Rent Review/Section 13 Notice | £120.00 |
| Legal Notices If Required | £250.00 |
| Year End Statements/Repeat Statements | £50.00 |

All charges are subject to VAT at the current rate