

## Our Packages Explained:

<b>Fully Managed Service</b>	<p><b>Minimum Fee of 50% of Monthly Rent Value + VAT or £395+ VAT (£474 incl.VAT) whichever is the greater.</b></p> <p><b>Management Commission - 11% + VAT (13.2% incl.VAT) of monthly rental.</b></p>
Initial Marketing Appraisal & agree the rental value	✓
Prepare Particulars for Marketing including photography	✓
Advertise on website & Property Portals	✓
Erect "To Let" Board & remove after move-in	✓
Marketing on our 24/7 interactive touch screens (2 branches)	✓
Accompanied viewings	✓
Negotiate Terms between parties	✓
Obtain references and credit checks	✓
Prepare Tenancy Agreement	✓
Oversee Tenant Move In Date	✓
Collection of first month's rent & Deposit	✓
Ongoing collection of rent	✓
Prepare of Inventory with photographs	✓
Prepare Standing Order and obtain signature(s)	✓
Register Bond with TDS Insured and Deposit return process	✓
Informing Utilities and council tax at start and end of tenancy	✓
Periodic Inspections undertaken twice yearly	✓
Lease Renewal Fee	£100 + VAT (£120 incl. VAT)
Re-Letting Fee (New tenants found)	£375 + VAT (£450 incl. VAT) Minimum Fee or 50% of Monthly Rent Value + VAT whichever is the greater. Management Commission - 11% + VAT (13.2% incl.VAT) of monthly rentals.

## Our Packages Explained:

<b>Tenant Finder Service</b>	<b>Minimum Fee of 50% of Monthly Rent Value + VAT or £395+ VAT (£474 incl. VAT) whichever is the greater.</b>
Initial Marketing Appraisal & agree the rental value	✓
Prepare Particulars for Marketing including photography	✓
Advertise on website & Property Portals	✓
Erect "To Let" Board & remove after move-in	✓
Marketing on our 24/7 interactive touch screens (2 branches)	✓
Accompanied viewings	✓
Negotiate Terms between parties	✓
Obtain references and credit checks	✓
Prepare Tenancy Agreement	✓
Oversee Tenant Move In Date	✓
Collection of first month's rent & Deposit	✓
Ongoing collection of rent	X
Prepare of Inventory with photographs	X
Prepare Standing Order and obtain signature(s)	✓
Register Bond with TDS Insured and Deposit return process	£25 + VAT / £30 incl. VAT (charge applies annually)
Informing Utilities and council tax at start and end of tenancy	X
Periodic Inspections undertaken twice yearly	X
Lease Renewal Fee	£175 + VAT (£210 incl. VAT)
Re-Letting Fee (New tenants found)	X

## Our Packages Explained:

<b>Rent Review Service</b>	<p>(Applicable to periodic tenancies managed by landlord)</p> <p>Minimum Fee of 50% of Monthly Rent Value + VAT or £290 + VAT (£348 incl. VAT) whichever is the greater</p>
Assessment of Property Condition	✓
Review of Rental Figure	✓
Written Condition and Review Report	✓
Serve Section 13 Notice (if applicable)	✓
Negotiate Terms between parties	✓
Obtain references and credit checks	X
Prepare Tenancy Agreement	✓
Collection of first month's rent & Deposit	X
Ongoing collection of rent	X
Prepare of Inventory with photographs	X
Prepare Standing Order and obtain signature(s)	✓
Register Bond with TDS Insured and Deposit return process	£25 + VAT / £30 incl. VAT (charge applies annually)

ADDITIONAL NON-OPTION FEES AND CHARGES (If not included within chosen Service) (More details available upon request)		Required (x)
Assessment of property Condition and Rental Figure Review	£125 +VAT (£150 incl. VAT)	
Arranging Gas Certificate and Legionella Risk Assessment	£78 + VAT (£93.60 incl.VAT)	
Arranging Energy Performance Certificate (EPC)	£75 + VAT (£90 incl.VAT)	
Arranging Electrical Inspection reports	From £96+VAT (£115.20 incl.VAT) minimum price Variable on property size – quotes available	
Lease Renewal Fee	£100 + VAT (£120 incl.VAT)	
Tenancy Deposit Registration Fee (applicable to Tenancy Finder Service only)	£30 + VAT (£36 incl.VAT) if registered by ourselves. This charge applies annually.  £50 + VAT (£60 incl. VAT) if registered by Landlord.	
Repair / Certification Handling Charge	10% + VAT (12% incl.VAT ) of contractor costs. Minimum fee of £20 + VAT (£24 incl. VAT) and maximum fee of £150 + VAT (£180 incl. VAT)	
Preparation and Service of Notice To Quit (Managed Properties Only)	£175 + VAT (£210 incl.VAT)	
Additional Property Visits (only applicable to managed properties): Maintenance linked and Tenancy monitoring Empty Property Visits	£40 + VAT (£48 incl.VAT)	
Additional Reference Request in Addition to Providers Standard Criteria	£25 + VAT (£30 incl. VAT ) per reference request	
Submission of non-resident landlord receipts to HMRC (Overseas Landlords only)	£25 + VAT (£30 incl.VAT) quarterly	
Variation in Tenancy – at Tenant’s Request	£50 incl. VAT	

Tenancy Deposit Dispute Fees		Required (x)
Schedule of Dilapidations preparation	£150 + VAT (£180 incl.VAT)	
Preparation of evidence for submission to Adjudicator (including quotes if necessary)	£150 + VAT (£180 incl.VAT)	
CLIENT MONEY PROTECTION	Provided by PROPERTYMARK ARLA	