

	Fully Managed Service	Rent Receipt Service	Tenant Finder Service
	£395+ VAT (£474 incl.VAT) Minimum Fee or 50% of Monthly Rent Value + VAT whichever is the greater. Management Commission - 10% + VAT (12% incl.VAT) of monthly rental.	£350 + VAT (£420 incl. VAT) Minimum Fee or 50% of Monthly Rent Value + VAT whichever is the greater. Monthly Rental Commission – 7%+ VAT (8.4% incl VAT) .	£395+ VAT (£474 incl. VAT) Minimum Fee or 50% of Monthly Rent Value + VAT whichever is the greater.
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	✓	At additional cost	At additional cost
Prepare Standing Order and obtain signature(s)	✓	✓	✓
Register Bond with TDS Insured and Deposit return process	✓	At additional cost	At additional cost
Informing Utilities and council tax at start and end of tenancy	✓	X	X
Periodic Inspections undertaken twice yearly	✓	X	X
Rent & Legal Guarantee	At additional cost	At additional cost	At additional cost
Re-Letting Fee (New tenants found)	£350 + VAT (£420 incl. VAT) Minimum Fee or 50% of Monthly Rent Value + VAT whichever is the greater. Management Commission - 10% + VAT (12% incl.VAT) of monthly rental.	X	X

ADDITIONAL NON-OPTION FEES AND CHARGES (If not included within chosen Service) (More details available upon request)		Required (x)
Inventory Preparation Charge (applicable to Tenancy Finder Service only)	£125 + VAT (£150 incl.VAT)	
Arranging Gas Certificate	£68 + VAT (£81.60 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	£50 + VAT (£60 incl.VAT)	
Tenancy Deposit Registration Fee (applicable to Tenancy Finder Service only)	£30 + VAT (£36 incl.VAT) if registered by ourselves £50 + VAT (£60 incl. VAT) if registered by Landlord	
Repair / Certification Handling Charge	10% + VAT (12% incl.VAT) of contractor costs	
Preparation and Service of Notice To Quit (liaising with solicitors and Courts)	£175 + VAT (£210 incl.VAT)	
Additional Property Visits - Maintenance linked, Tenancy monitoring, neighbour disputes	£25 + VAT (£30 incl.VAT)	
Submission of non-resident landlord receipts to HMRC (Overseas Landlords only)	£25 + VAT (£30 incl.VAT) quarterly	
Right To Rent Checks	£25 + VAT (£30 incl.VAT)	
Variation in Tenancy - associated costs	£50 + VAT (£60 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	