

	Fully Managed Service	Rent Receipt Service	Tenant Finder Service
	£395+ VAT (£474 incl.VAT) Setup Fee - then 10% + VAT (12% incl.VAT) of rental value for monthly commission.	£350 + VAT (£420 incl. VAT) - then 7% + VAT (8.4% incl VAT) of rental value for monthly commission	£350+ VAT (£420 incl. VAT) Minimum Fee or 50% + VAT (60%) 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) - then 10% + VAT (12% incl. VAT) of rental value for monthly commission.	X	X

ADDITIONAL NON-OPTION FEES AND CHARGES (If not included within chosen Service) (More details available upon request)	
Inventory Preparation Charge	£125 + VAT (£150 incl.VAT)
Arranging Gas Certificate	£60 + VAT (£72 incl.VAT)
Arranging Energy Performance Certificate (EPC)	£65 + VAT (£78 incl.VAT)
Arranging Electrical Inspection reports	Price Variable on type - quotes available
Lease Renewal Fee	£50 + VAT (£60 incl.VAT)
Tenancy Deposit Registration Fee (all Custodial Schemes)	£25 + VAT (£30 incl.VAT)
Repair Handling Charge	10% + VAT (12% incl.VAT) of contractor costs
Preparation and Service of Notice To Quit (liaising with solicitors and Courts)	£150 + VAT (£180 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	
Schedule of Dilapidations preparation	£125 + VAT (£150 incl.VAT)
Preparation of evidence for submission to Adjudicator (including quotes if necessary)	£125 + VAT (£150 incl.VAT)
CLIENT MONEY PROTECTION	Provided by PROPERTYMARK ARLA

Property Done Properly