



Our Services



Our Services (* see additional service options)	Let Only	Rent Collect	Managed	VIP Managed
All fees are quoted inclusive of VAT (Charges based on annual rent achieved for let only, managed percentage against rent per month)	9.6%	12%	15%	19%
Proposing offers and negotiation of tenancy terms to acceptance	✓	✓	✓	✓
Comprehensive tenant / guarantor referencing and Right to Rent compliance checks	✓	✓	✓	✓
Compose and securely execute ARLA approved tenancy agreement and key handover	✓	✓	✓	✓
Arrange compliant safety certificate (not including contractor costs, see 'Safety Compliance')	£30		✓	✓
Arrange initial professional property clean (not including contractor costs)	£30		✓	✓
Arrange any instructed works prior to tenancy commencement (not including contractor costs)	£30		✓	✓
Supply compliance pack to tenant including Government How to rent guide and all other certificates required for compliance	✓	✓	✓	✓
Compile and supply Tenant Information Pack				✓
Provide instructions / copy appliance manuals to tenants supplied to us		✓	✓	✓
Source missing instruction manuals and supply to tenants	£25	£25	£25	✓
Notify utilities (including meter reads) and Local Authority of new tenancy		✓	✓	✓

Collect first month's rent and deposit through certified secure payment system	✓	✓	✓	✓
Register deposit with Government regulated scheme and supply prescribed information	£60+	£60+	£60+	✓
Compile detailed accurate photographic inventory and schedule of condition	*	*	*	✓
Provide inventory to tenants via secure tracking system for their comments / agreement	£40	✓	✓	✓
Secure spare key storage in office	£40	✓	✓	✓
Address any works identified by tenants on inventory (not including contractor costs)			✓	✓
Property visit and provide photographic report detailing tenant care and maintenance	£90	£90	✓	✓
Tenant management for non-compliance of tenancy items			✓	✓
Arrangements of quotations / estimates and agreed works as necessary			✓	✓
Payment of contractor invoices and other property related invoices through rent roll			✓	✓
Access arrangements with tenants (where using our contractors)			✓	✓
Access arrangements (third party contractors and service agreements) per arrangement			£20	✓
Escort third party contractors to property, per visit			£60	✓
24-hour emergency tenant support (not including contractor invoices)	Insurance option available	Insurance option available	✓	✓
Submission and supervision of insurance claims	10% of value of claim	10% of value of claim	10% of value of claim	✓
Collection of monthly rent, pay over minus costs and provide detailed monthly statement by email		✓	✓	✓
Pursue late payment of rent		✓	✓	✓
Prescribed service of Section 8 breach of tenancy notice (not including solicitor costs)	£60	✓	✓	✓
Prescribed service of Section 21 tenancy termination notice (not including solicitor costs)	£96	£96	✓	✓
Court attendance	£250	£250	£250	✓
Meet bailiff at eviction	£50	£30		✓
Annual tax statement		£35	✓	✓
Ongoing advice for maintaining / improving properties to maximise investment potential			✓	✓
Compliance and legal advice in relation to issues affecting the tenancy (per hour let only)	£60	✓	✓	✓
Negotiate and execute legally compliant fixed term renewal of tenancy	6% of Gross Rent +	✓	✓	✓

Prescribed service of Section 13 annual rent review	£125		✓	✓
Notify utilities and local authority of tenancy end and meter reads		✓	✓	✓
Final inspection and photographic report against original inventory and schedule of condition	*	*	*	✓
Negotiate agreement and return of the deposit with the tenant (per hour let only)	£60	✓	✓	✓
Compile representation for adjudication where deposit return agreement cannot be reached	£60 per hour + £10 per solicitor certified document	£60 per hour + £10 per solicitor certified document	✓	✓
Vacant property supervision	£60 per month			✓
Overseeing refurbishment works	10% of total costs			✓
Overseas landlord tax retention and provide details to Centre for Non Residents (per quarter)				£120 per annum
Compiling paperwork and applying for Selective License with Local Authority (does not include the cost of the license.	£350.00	£350.00	£350.00	✓
Providing copy documentation / providing printed and posted documents rather than electronic copies	£30 per document			✓

*Additional option see charges under heading 'Inventory & Final Inspections'

+Annual Fee

NB: The payment of contractors, solicitors, court fees, bailiffs and enforcement officer's fees / invoices require to provide services in relation to the above remain the responsibility of the Landlord.

Safety & Compliance

Energy Performance Certificate	£95
Gas Safety Certification	£90
Electrical Installation Inspection and Certification	£180 - £270
Portable Appliance Testing (PAT)	£54 (up to 8 appliances)
Legionella Risk Assessment	£100
Supply and install kitemarked battery powered smoke alarm	£50
Supply and install kitemarked battery powered carbon monoxide alarm	£50
Supply and install replacement mains operated smoke / heat detector (10 year lifespan)	Smoke £50 / Heat £55

NB: Compliance, safety certification and reports exclude any identified works required for compliance.

Insurance Options

Buildings and Contents Insurance	Contact us for details and to obtain a quotation
Legal Protection	
Legal Protection & Rental Warranty	
Emergency Assistance	

NB: Where a quotation is requested your details will be passed on to our appointed representatives.

Inventories & Final Inspections

<i>A quality inventory / schedule of condition and comprehensive final inspection report are critical to protect the interests of upon which any proposed deductions against a tenant's deposit rest. Even unfurnished properties require a documented account of their decorative order, kitchen and bathroom fittings, electrical and heating installations, appliances and garden condition etc.</i>	Check-in and Inventory	Final Inspection
Up to a 3 bed with 1 reception room	£162	£114
3 bed 2 reception rooms	£172	£125
4 Bedroom property with 1 reception room	£172	£125
£10 for each additional room		
Inventory Update (Where changes to the property have been minimal throughout the tenancy we are able to update any inventory previously prepared by our suppliers)	£95 per update visit	

NB: Properties will be accurately and fairly inventoried and assessed based upon their condition at the time of our visit (a minimum of 48 hours prior to the commencement of any tenancy). It is your responsibility, as the Landlord, to ensure that the property is in a suitable condition.