

Non-Managed / Let Only Agreement

Tenant Find Fee – 1 Full month's rent (inclusive of VAT)

For this, we will advertise the property on our website, spare room, Gumtree, Zoopla across our social media channels, provide all legal paperwork, conduct viewings, and fully reference the applicants, including mandatory 'Right to Rent' checks.

Additional Optional extras for let only (including VAT):

Gas cert (legal requirement) £70

EPC (Legal Requirement) £90

Full landlord protection insurance £250 annual charge

Fully Managed Agreement

Management fee 10% + VAT of the monthly rent

We do not charge any fee for finding a tenant in full property Management.

Additional fees for managed properties (including VAT):

Gas cert (legal requirement) £70

EPC (Legal Requirement) £90

Full landlord protection insurance from £20 per month

Inventory

Schedule of Fees (inclusive of VAT)

Unfurnished	Furnished
£75 – Two bed	£150 – Two Bed
£120 – Three Bed	£180 – Three Bed
£180 – Four Bed	£240 – Four Bed
Five/Six bed – Price to be agreed	

Maintenance:

The cost of property maintenance or renovation is determined by the quotes provided by contractors. We do not impose any commission on fully managed property maintenance services

As an agent we agree to for fully management:

- 1) Visit the property to perform a market appraisal, and give advice on letting and information on letting and related services.
- 2) Advertise your property on the relevant portals that we deem appropriate in the opinion of our company.
- 3) Erect a "To Let" board.
- 4) Advertise the property on our company Website.
- 5) Find a tenant for the property.
- 6) Ensure that the tenant submits the necessary paperwork required such as, appropriate, references from an employer, previous Landlord and proof of income.
- 7) Conduct a Credit Check for the tenant.
- 8) Negotiate an acceptable monthly rent for property.
- 9) Negotiate special terms in the Tenancy Agreement.
- 10) Draft the Tenancy Agreement.
- 11) Execute the exchange of the tenancy documents.
- 12) Collect the deposit from the tenant and the first payment of rent due under the tenancy (Deposit to DPS)
- 13) Hand over keys and check the tenant in.
- 14) Arrange for the drawing up of an inventory and/ or schedule of condition.
- 15) Collect the rent on a monthly basis and forward the amount to the landlord.
- 16) Notify you if there are any issues with the property.
- 17) Be responsible for the day to day management of your property which may involve arranging for general repairs or maintenance to be carried out.
- 18) Visit the property on a quarterly basis for a written and recorded inspection
- 19) At the end of the tenancy check the inventory and/ or schedule of condition to

assess whether the property is, in our option in a reasonable state of repair.

20) Return the deposit to the tenant at the end of the tenancy after he/she vacates the property provided that they have, in our opinion complied with the terms of the tenancy, the condition of the property is satisfactory and the items listed in the inventory and/ or schedules of condition are satisfactory.

21) Apply for the relevant licensing on behalf of the property owner, ensure the property has all necessary documentation for compliance with the required license.