

Standard Terms of Business for Landlords

Levels of Service	Tenant Find: Two weeks rent with a minimum fee £350.00	Rent collection: £250.00 Set Up 6% of Monthly Rent	Fully managed: £250.00 Set Up 10% of Monthly Rent
Advertising your property			
Accompanied Viewings			
Tenant Selection			
Agreement of Terms			
Tenant Referencing			
Preparation & Supply of Tenancy Agreement			
* Deposit Registration			
Rent Collection			
* Inventory & Schedule of Condition			
Accompanied Check In			
Tenant Deposit Return			
* Extending Your Tenancy			
* Tenant Check Out			
Holiday Cover/Emergency Repair			
Property Management			
Repairs to your property			
* Safety Certificates			
Property Inspections			
Specialist Legal Advice and Assistance			

Below are the optional services we provide for
Landlords who place a property with us.

Optional Service	Cost Exclusive of VAT	Explanation
<p>* Inventory Preparation & Accompanied Check In</p> <p>(All levels of Service)</p>	£78.00 - £168.00	Preparing a detailed, photographic inventory & schedule of condition, confirming contents with tenants during the accompanied check in appointment and distributing signed document. Prices depend on the size of the property and the level of furnishing.
<p>* Arrangement of Electrical NICEIC Test Certificate</p> <p>(All levels of Service)</p>	£180.00	Commissioning a Electrical Certificate which is valid for 5 years, advise on findings to meet current legal requirements and distribute certificate to all relevant parties. Please note additional costs apply for additional fuse boxes.
<p>* Energy Performance Certificate</p> <p>(All levels of Service)</p>	£70.00	Commissioning a Property Energy Performance Certificate, advise on findings to meet current legal requirements. Submit to (HM Government) Domestic Energy Performance Certificate Register.
<p>* Gas Safety Inspection</p> <p>(All levels of Service)</p>	£80.00	Administrating, arranging, and commissioning a gas safety certificate for one appliance to meet current legal requirements. This includes obtaining and distributing the certificate to all parties.
<p>* Tenancy Extension & Renewal Agreement</p> <p>(Tenant find and Rent collection)</p>	£50.00	Preparation and execution of the renewal agreement and negotiating forms of tenancy extension.
<p>* Tenancy Deposit Protection</p> <p>(Tenant find)</p>	£30.00	Registering tenant security deposit with an appointed government scheme, issue certificate and supporting documentation to tenant.

One Off Mid Term Inspection Service (Tenant find and Rent collection)	£50.00	Arranging tenant access for a mid-tenancy inspection, undertaking the inspection, production of report and recommendations for remedial work and condition.
One Off Management Service (Tenant find and Rent collection)	£50.00	Arranging a one-off repair for non-managed properties.
Landlord Income/Expense Report (All levels of Service)	£25.00	A yearly rental income and expenses report.
Preparation & Serving of Section 21 Notice, Section 8 Notice or Section 13 Notice (All levels of Service)	£50.00	Collating and reviewing the prescribed information in line with the Deregulation Act 2015. Producing and checking Form 6A, hand delivering the notice and documenting. Drawing up of the Section 13 notice on a periodic tenancy for a rent increase under the Housing Act 1988. Drawing up and delivering a Section 8 notice in line with the Housing Act 1988.
* Check Out Report (Tenant find and Rent collection)	£90.00	Production of a report of scheduled condition & inventory. Liaising with landlord for dilapidation changes and negotiating with tenants.
Preparation of Tenancy Deposit Dispute Claim (Tenant find and Rent collection)	£70.00	Submission of deposit dispute claim to TDS with tenancy documents and itemised claim with supporting evidence.

**Charges above are Exclusive of VAT*

