



<b>Service Includes</b>	<b>Fully Manag ed</b>	<b>Rent Collecti on</b>	<b>Tenan t Find</b>
Agreeing Marketing Strategy	✓	✓	✓
Offer guidance on compliance with statutory health & safety regulations and good management practices	✓	✓	✓
Actively market the property to all suitably registered applicants	✓	✓	✓
Conduct accompanied viewings of the property	✓	✓	✓
Prepare property details, internal & external high-quality photographs, and market the property on major property portals	✓	✓	✓
Erect a 'To Let' board outside property in accordance with Town and Country Planning Act 1990	✓	✓	✓
Arrange full schedule of condition and contents (inventory) with photographs of your property *	✓	✓	✓
Arrange Gas Safety Certificate, Electrical Check, Legionnaires Risk Assessment and/or Energy Performance Certificate *	✓	✓	✓
Reference suitable applicants, draw up tenancy and all legal documentation including Prescribed Information	✓	✓	✓
Arrange Rent Guarantee cover (Where applicable)	✓	✓	
Organise formal contract signing with tenant(s), collect first month's rent and required security deposit (both payable in advance) and set up standing order with tenant(s) to receive monthly rental payments	✓	✓	✓
Register Security Deposit in government approved scheme provide Tenants with prescribed information	✓	✓	✓
Go through initial inventory check, take meter readings, and notify relevant utility companies	✓	✓	✓
Rent collected and paid into nominated bank account. Monthly statements produced	✓	✓	
Chase any rent arrears	✓	✓	
Advise on rent arrears actions liaise with The Letting Partnership and ensure relevant documentation is served on the pursuit of rental arrears	✓	✓	
Property inspections carried out and landlord updated	✓		
Tenancy renewals negotiated and new agreements drawn up and signed *	✓	✓	✓
Check -out appointment arranged and carried out	✓	✓	
Liaise with Tenant and Landlord on any disputed amount from the deposit for dilapidation's	✓		
Arrange release of Deposit	✓		

Co-ordination of maintenance and repairs. Obtain quotes and liaise with landlords, tenants, and contractors			
Pay any invoices due throughout the tenancy			

\*Additional charges apply

<b>FULLY MANAGED PER MONTH</b>	<b>£80 + VAT</b>	<b>£96 INC VAT</b>
<b>SET UP FEE</b>	<b>£240 +VAT</b>	<b>£288 INC VAT</b>

<b>RENT COLLECTION PER MONTH</b>	<b>£55 + VAT</b>	<b>£66 INC VAT</b>
<b>SET UP FEE</b>	<b>£240 +VAT</b>	<b>£288 INC VAT</b>

<b>TENANT FIND</b>	<b>2 WEEKS RENT MIN £400 +VAT</b>	<b>MIN £480 INC VAT</b>
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<b>ADDITIONAL</b>		
<b>INSPECTIONS (NON MANAGED)</b>	<b>£70 +VAT</b>	<b>£84 INC VAT</b>
<b>CHECK OUT (NON MANAGED)</b>	<b>£70 +VAT</b>	<b>£84 INC VAT</b>
<b>TENANT NEGOTIATIONS (NON MANAGED)</b>	<b>£300 +VAT</b>	<b>£360 INC VAT</b>
<b>RENEWAL FEE</b>	<b>£70+VAT</b>	<b>£84 INC VAT</b>
<b>GAS SAFETY</b>	<b>£50</b>	<b>VAT EXEMPT</b>
<b>LEGIONNAIRES TESTING</b>	<b>£80</b>	<b>VAT EXEMPT</b>
<b>EPC</b>	<b>£60</b>	<b>VAT EXEMPT</b>
<b>EICR</b>	<b>£200 +VAT</b>	<b>£240 INC VAT</b>
<b>KEY CUTTING</b>	<b>£20 +VAT PLUS COST OF KEYS</b>	<b>£24 INC VAT PLUS COST OF KEYS</b>
<b>VISIT A VACANT PROPERTY</b>	<b>£50 +VAT</b>	<b>£60 INC VAT</b>
<b>COPY OF HMRC DOCUMENTS / STATEMENTS</b>	<b>£60 +VAT</b>	<b>£72 INC VAT</b>
<b>PREPARING AND ISSUING OF LEGAL NOTICES (NON MANAGED)</b>	<b>£60 + VAT</b>	<b>£72 INC VAT</b>
<b>INVENTORY STARTING AT</b>	<b>£85 + VAT</b>	<b>£102 INC VAT</b>