

# FULL MANAGEMENT | SCALE OF CHARGES

## Tenancy Set Up Fee

£510.00 including VAT (£425.00 plus VAT)

### Marketing

Includes: Virtual Tour & Property Advertising

### Viewings

Includes: Agent acts as Keyholder & Accompanied Viewings

### Referencing

Includes: Tenant/Guarantor Referencing, Right to Rent Checks & Guarantor Proof of Identity Checks, Sanction checks

### Tenancy Related Paperwork

Includes: Tenancy Agreement, Rent Payment Form & Serving How to Rent Guide and Safety Certificates on the Tenant

### Deposit Protection

Includes: Deposit Protection & Serving Deposit Related Paperwork on the Tenant

### Tenant Check In

Includes: Preparing a Check In Report & Key Handover

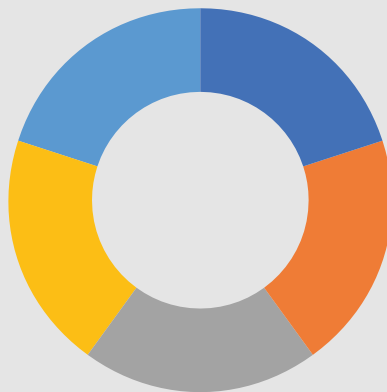
### Utilities and Council Tax

Includes: Transfer of accounts from the Landlord to the Tenant

## Management Fee

15.00% including VAT (12.50% plus VAT) of the monthly rent

- Collecting and processing rent, preparing landlord statement of accounts and end of year tax income/ deduction statements
- Coordinating repairs, safety certificates and dealing with out of hours emergencies
- Dealing with the day-to-day management of the property including tenant queries, questions and requests
- Carrying out periodic property inspections\* and periodic rent reviews
- Ensuring that you and your property remains compliant with current and future lettings legislation



\* Periodic property inspections are completed virtually or in person and there will be an additional charge on a per property basis for the inspections\*

## Tenancy Closedown Fee

£180.00 including VAT (£150.00 plus VAT)

### Check Out

Includes: Preparing a Check Out Report & Key Collection

### Deposit

Includes: Negotiating and agreeing deposit deductions with the Tenant and returning the deposit

### Utilities and Council Tax

Includes: Transfer of accounts from the Tenant to the Landlord

## Safety Certificates & Assessments

Below are the safety certificates and assessments we can arrange on your behalf:

### Energy Performance Certificate

### Gas Safety Certificate

### Oil Boiler Service Certificate

### Electrical Inspection Condition Report

### Portable Appliance Test

### Certificate of Chimney Sweep

### Legionella Risk Assessment

Prices are on an individual quote per property. T&Cs apply, ask us for more information.

## Inventory & Schedule of Condition

We can arrange an inventory/schedule of condition on your behalf.

Prices are on an individual quote per property. T&Cs apply, ask us for more information.

