



## LANDLORD CHARGES

<b>Level of service</b> (all charges are exclusive of VAT)	<b>Let &amp; Fully Managed</b>	<b>Let &amp; Rent Collection</b>	<b>Let Only</b>
<b>Setting up the tenancy</b> (✓ = included in setting up the tenancy)	<b>395</b>	<b>395</b>	<b>595</b>
Market appraisal and valuation	✓	✓	✓
Legal compliance, letting consents, and refurbishment advice & guidance	✓	✓	✓
Advertising & promoting your property on major portals, our website, and office	✓	✓	✓
Applicant matching and pre-viewing vetting	✓	✓	✓
'To Let' board (where permitted and suitable)	✓	✓	✓
compliance inspections and certifications (qualified contractor charge applies)	✓	✓	✓
Viewings - accompanied (other than exceptionally)	✓	✓	✓
Negotiating applications incl. comprehensive referencing via specialist agency	<b>100</b>	<b>100</b>	<b>100</b>
Tenant identity and Right to Rent checks	✓	✓	✓
Tenancy Agreement and legally Prescribed Information	✓	✓	✓
Tenant sign of Tenancy Agreement	✓	✓	✓
Tenant key release appointment	✓	✓	✓
Rent payment arrangements set up with tenant	✓	✓	✓
Inventory (comprehensive written/photographic using dedicated software)	<b>95</b>	<b>95</b>	<b>95</b>
Reporting to council and utilities providers at start and end of tenancy	✓	✓	✓
Deposit collection, registration, and protection under DPS Custodial (where AST)	✓	✓	<b>50</b>
Management takeover (per Tenancy)	<b>295</b>	<b>295</b>	
<b>Management fee/Rent Collection fee per calendar month</b>	<b>10%</b>	<b>8%</b>	
Rent collected, processed, and statement emailed to you	✓	✓	<b>Month 1</b>
Non-payment of rent pursued and advice on options re rent arrears	✓	✓	
Property repairs/maintenance reports assessed, quoted, scheduled, & monitored	✓		
Tenancy/Tenant issues assessed and actioned	✓		
Periodic inspections (with written/photographic images)	<b>75</b>	<b>120</b>	<b>120</b>
Monitoring and negotiating Tenancy renewal (Tenancy Agreement, legally Prescribed Information, and Deposit Re-Protection) – tenancy 6 months /over 6 months	<b>95/125</b>	<b>95/125</b>	
Inspection at end of Tenancy by reference to Inventory (as above)	✓	<b>95</b>	<b>95</b>
Agent set of access keys held securely under controlled system	✓		
<b>Protection of your investment</b>			
Rent guarantee & legal expenses/eviction cover (12 months' rent & 75% rent for up to 2 months of vacant possession provided property available to let)	<b>From 295</b>	<b>From 295</b>	<b>Not available</b>



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<b>Additional Services</b> (on request)			
Notice for possession under section 21 – preparation and serving	<b>75</b>	<b>120</b>	
Notice for possession under section 8 – preparation and serving	<b>75</b>	<b>120</b>	
Notice of rent increase under section 13 – preparation and serving	<b>55</b>	<b>55</b>	
Court attendance (up to two hours incl. travel time)			
Property visit to check tenant occupation before instruct bailiffs	<b>30</b>		
Property appointment to meet bailiffs/locksmith	<b>55</b>		
Addendum to Tenancy Agreement	<b>75</b>		
Additional Tenant/Occupier vetting after Tenancy has commenced	<b>100</b>		
Same day payment of monies to you	<b>20</b>	<b>20</b>	<b>20</b>
Monthly statements by post	<b>12</b>	<b>12</b>	
Duplicate documentation by email/post	<b>20</b>	<b>20</b>	<b>20</b>
Annual statement of income and expenditure for tax purposes	<b>30</b>	<b>30</b>	
Deposit dispute evidence submission to DPS	<b>60</b>	<b>150</b>	
Deposit Statutory Declaration for DPS	<b>20</b>	<b>20</b>	
Quote for routine maintenance job where you wish an additional quote	<b>20</b>		
Quote for new instruction maintenance	<b>10</b>	<b>10</b>	<b>10</b>
Overseeing major repairs and refurbishment works	<b>Varies</b>		
Quote for purposes of insurance claim	<b>45</b>		
Assisting with claim on landlord's insurance	<b>60</b>		
Keys – supplying standard keys (up to 2 keys + from £5 each additional) security/coded keys EPOA)	<b>30</b>	<b>30</b>	<b>30</b>
Supplying loan heaters where prolonged heating failure at property	<b>50</b>		
Redirection of landlord's mail collected at property	<b>30</b>	<b>30</b>	<b>30</b>
Right to Rent follow up check	<b>30</b>	<b>30</b>	
Introduction of tenant in situ as buyer for property	<b>600</b>	<b>600</b>	
<b>Compliance and safety</b>			
EPC – Energy Performance Certificate (lasts 10 years)	<b>90</b>	<b>90</b>	<b>90</b>
LGSC – Gas Safety Certificate (lasts 12 months)	<b>75</b>	<b>75</b>	<b>75</b>
EICR – Electric Periodic Safety Certificate (lasts 5 years)	<b>175</b>	<b>175</b>	<b>175</b>
CO alarm – (per alarm plus £30 per additional alarm installed at visit)	<b>45</b>	<b>45</b>	<b>45</b>
Smoke alarm – (per battery alarm plus £40 per additional alarm installed at visit)	<b>70</b>	<b>70</b>	<b>70</b>