

**Burghleys Marketing Services (as standard)**

	Let Only	Let Only with Rent Collection Management	Full
<b>Marketing Services</b>			
Property Particulars	✓	✓	✓
In-House Photography	✓	✓	✓
Undertake Full Marketing	✓	✓	✓
Accompanied Viewings	✓	✓	✓
Weekly feedback/Updates	✓	✓	✓
Find Tenant/s	✓	✓	✓
Negotiate Offer	✓	✓	✓
Collect Holding Deposit	✓	✓	✓
<b>Pre-Let Services</b>			
Undertake Full Reference Checks <b>FREE OF CHARGE</b>	✓	✓	✓
Undertake Right to Rent Checks	✓	✓	✓
Prepare Tenancy Agreement/s	✓	✓	✓
Arrange Statutory Safety Tests-	✓	✓	✓
Arrange Pre-Tenancy Clean	✓	✓	✓
Arrange Inventory & Check In	✓	✓	✓
Undertake Completion Paperwork	✓	✓	✓
Coordinate Contractor visits/Quotes/Repairs	✓	✓	✓
Collect Dilapidations Deposit & Advance Rent	✓	✓	✓
*Coordinate Furniture/Small Appliance Orders	✓	✓	✓
Execute Tenancy Agreement/s	✓	✓	✓
Deposit Protection Paperwork	✓	✓	✓
Issue Landlord Invoice/Statement of Account	✓	✓	✓
Pay Landlord	✓	✓	✓
Settle Contractors Invoices/s	✓	✓	✓
Notify Utility Companies			✓
Key Holding Service			✓
<b>Post Let Services</b>			
Collect Rent/Pay Landlord		✓	✓
Issue Monthly/ Annual Statements of Account		✓	✓
Settle Contractor/s Invoices		✓	✓
Chase Rent Arrears		✓	✓
Arrange Repairs and Maintenance			✓
24/7 Emergency Service			✓
Undertake Property Inspections			✓
<b>End of Tenancy/Renewals Services</b>			
Administer End of Tenancy			✓
Issue S.21 Notice			✓
Manage Check-Out			✓
Deduction Advice			✓
Reappraisal of Rental Value	✓	✓	✓
Sales Valuation	✓	✓	✓
Renewal Guidance	✓	✓	✓
Arrange New Statutory Safety Tests	✓	✓	✓
Prepare /Execute Renewal Tenancy Agreement/s			✓

**1. SERVICE AND FEES (LONG LETS)**

**1.1 Let Only Service Fee Sole Agency**

7.2% (6%+VAT) payable at commencement of tenancy plus one-off £300 set up fee (£250+VAT). **No renewal, continuation or extension fees shall apply after year one.**

**Multiple Agency**

9.6% (8%+VAT) payable at commencement of tenancy plus one-off £300 set up fee (£250+VAT). **No renewal, continuation or extension fees shall apply after year one.**

**1.2 Let Only with Rent Collection Service Fee**

10.8% (9%+VAT) collected monthly from incoming rent plus one-off £300 set up fee (£250+VAT) **in year one only.**

**1.3 Full Management Service Fee**

14.4% (12%+VAT) collected monthly from incoming rent plus one-off £300 set up fee (£250+VAT) **in year one only.**

**2. SERVICE AND FEES (SHORT LETS)**

Same fees as for long lets plus additional 6% (5%+VAT) to be added for any service. Fees collected monthly from incoming rent.

### **Additional Services (if required)**

All fees stated are inclusive of VAT unless otherwise stated.

### **Energy Performance Certificate**

EPC - £96

### **Gas Safety Test**

Gas Safety Test - £78

Combined Gas Safety & Boiler Service - £108

### **Electrical Tests**

Portable Appliance Test - £90

Full Electrical Safety Test up to 2 beds - £210, 3 beds - £228

### **Smoke and Carbon Monoxide Tests & Installation**

Initial Inspection - £90

Installation – Estimate to be provided based on number and type of alarms required

### **Legionnaire's Disease Test**

Price upon request

### **Cleaning Services**

Estimates available subject to size and condition of property

### **Inventory and Check-In/Out Services**

Estimates available subject to size and condition of property

### **Post-Let Services (Let Only & Rent Collection Service Only)**

Drafting and Arranging Execution of New Fixed Term Tenancy Agreement	£168 per new agreement (existing tenant/s or new tenant/s introduced by the landlord)
Organising and administering removal, adding or change of Tenant	£168 each change
Preparation and Issuing of any Letters to Tenants	£12 per letter
Preparation and Issuing of Any Legal Notices inc. s.8 & s.21	£90 per notice
Amendments/Changes to Deposit Protection Service Details	£18 per amendment/change
Organising Additional Safety Tests	£18 per Test plus test cost
Letters to Third Parties	£12 per Letter
Payment of Rent to Non-UK Banks	£12 per payment plus bank charges (where applicable)

### **Post-Let Services (All Services)**

Court Attendance	£120 per hour or part thereof
Out of Hours Emergency Call Out Service	Ranging from £102-£150 dependent on time of call out + first hour. Each hour at £54 irrespective of time.
Forwarding of Mail	£1.00 per standard letter / £1.50 per large letter plus postage cost/s
Additional Copy Statements	£1 per statement
Furnishing the Property	12% of total invoice
Burghleys Non-Urgent Property Visits (as per 3.20)	£48 per visit
Meeting Third Party Contractors/Providers (as per 3.22)	£48 per visit. If required to wait a further charge of £48 per hour or part thereof will be payable