



# STAR LETTINGS & PROPERTY MANAGEMENT

## SCALE OF CHARGES/SERVICES FEE SHEET

ALL PRICES INCLUDE VAT AT 20%

Student	Fully Managed	Tenant Find Only	Rent Collection	Action
Setup Fee per New Tenancy	£300	✓	£300	
Fee	14.4% monthly rent	60% of first month rent	7.2% monthly rent	
Valuation	✓	✓	✓	Detailed marketing valuation of property
Marketing	✓	✓	✓	Photography and marketing on portals
Viewings	✓	✓	✓	Dedicated Agent to accompany all viewings
Tenant Liaison and Negotiation	✓	✓	✓	
Contracts	✓	✓	✓	Creation of tenancy agreement, including all legal information
Guarantors	£60	£60	£60	Fee per tenant (if applicable) for the signing of the guarantor agreement
Right to Rent Checks	✓	✓	✓	Obtain the necessary proof confirming applicants have the right to rent in the UK
Registration of Deposit onto TDS Scheme	✓	x	x	Register and provide legal certificate and documents (only with Star inventory) think we need to up the set up and include this
Inventory	£180	£180	£180	Detailed Inventory to include photos carried out by an inventory clerk
Rent Collection	✓	x	✓	Monthly collection plus chasing where required
Planned Maintenance	✓	x	x	Maintenance which is legally required. i.e gas safety
Adhoc Maintenance	✓	x	x	Unplanned maintenance, arranging issues to be investigated and rectified
Property Inspections	£180	£180	£180	2 Visits per year, report to Landlord and update to Tenant (£90 per visit)
Move Out Report	✓	£180	£180	Detailed report to include reasons for deductions & photo evidence
Section 21 Notice with Form 6a	✓	£118.80	£118.80	Correspondence with Landlord and Tenants To hand deliver notice to Tenants
HMO Alarm Testing	£30pcm	£30pcm	£30pcm	Properties with <b>Grade A alarm systems</b> only are required to be tested monthly and proof recorded
Key Holding Service	✓	£60	£60	Keys will only be available for contractors or tenants as instructed by the Landlord
Energy Performance Certificate	£118.80	£118.80	£118.80	Energy Performance Certificate with property floor plan
Fire Risk Assessment	£90	£90	£90	To assess the fire risk of a building and provide recommendations to make the building safer. Detailed report provided
Legionnaires Assessment	£90	£90	£90	To identify and mitigate of Legionnaires in the water system. Detailed report provided
Hourly Rate	£75	£75	£75	Additional requests by Landlords outside of the services included or agreed
Administration of Tax Returns	£120	£120	£120	Per annum
Cancellation Fee	£600	£600	£600	If you withdraw your property after references have been applied for on any prospective tenants

