



DAISY PROPERTY SERVICES

In the Top 3% of Estate Agencies Across the Country!

LANDLORD SERVICES	PLATINUM FULL MANAGEMENT 14% + vat	FULL MANAGEMENT 12% + vat	RENT COLLECTION 9.5% +vat	TENANT FIND 3 weeks
Property valuation/marketing advice	✓	✓	✓	✓
Prepare property brochure, market and advertise on UK's largest portals	✓	✓	✓	✓
Accompanied viewings & negotiate offers	✓	✓	✓	✓
Comprehensive tenant referencing - including credit check, previous landlord reference and employment/income reference	✓	✓	✓	✓
Collection of 1st month's rent & security deposit in advance	✓	✓	✓	✓
Initial Right to Rent check	✓	✓	✓	✓
Preparation of compliant Assured Shorthold Tenancy Agreement - sent to all parties and signed electronically, providing proof of service	✓	✓	✓	✓
Serve initial legally required documentation – sent and signed for electronically, providing proof of service	✓	✓	✓	✓
Arrange check in of tenant - including hand over of keys & meter reads	✓	✓	✓	✓
Register & protect security deposit with DPS - including correct service of prescribed information	✓	✓	*	*
Record meters and advise utility providers of change of occupant	✓	✓	✓	
Collect and prompt remittance of month rent received	✓	✓	✓	
Provide monthly statement of account	✓	✓	✓	
Pursue any non-payment of rent	✓	✓	✓	
Provide advice on recovery of any rent arrears	✓	✓	✓	
Property visits inspections incl' written report & photos – every 6 months	✓	✓		
Arrangement of annual gas safety CP12 checks	✓	✓		
Arrangement of maintenance, repairs with our approved & compliant contractors - as per your instructions, and ascertaining liability	✓	✓		
24/7 award winning tenancy maintenance reporting system	✓	✓		
24/7 emergency maintenance cover (all year round)	✓	✓		
Issue tenant with formal Check out instructions – advising their responsibilities, setting expectations, recommending cleaning contractors	✓	✓		
Arrange for utility providers to be updated at end of tenancy - including check out meter reads	✓	✓		
Legal advice and assistance	✓	✓		
Renewal of Assured Shorthold Tenancy Agreement for further fixed period - (includes a rent review)	✓	*		
End of tenancy check out and deposit account closure	✓	*		
Negotiate end of tenancy deposit deductions, disputes, preparation & processing of claims paperwork - incl' solicitor witness Statutory Declaration	✓	*		
Duplicate statements	✓	*		
Preparation of annual Self-Assessment tax summary	✓	*		
HMRC Quarterly NRL return – applies to overseas landlords only	✓	*		
HMRC Annual NRL return – applies to overseas landlords only	✓	*		

✓ = included in service; * = fee applies (see Fee Schedule for details)



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LANDLORD FEES

Platinum Service: Set up fee – 2 weeks of first month's rent plus VAT*
Monthly management fee – 14% of monthly rent plus VAT (16.8% inc VAT)

Full Management: Set up fee - 2 weeks of first month's rent plus VAT*
Monthly management fee - 12% of monthly rent plus VAT (14.4% inc VAT)

Rent Collection: Set up fee - 2 weeks of first month's rent plus VAT*
Monthly management fee – 9.5% of monthly rent plus VAT (11.4% inc VAT)

Tenant Find: Set up fee - 3 weeks of first month's rent plus VAT (minimum initial set up fee of £500 plus VAT - £600 inc VAT)

*(minimum initial set up fee of £400 plus VAT - £480 including VAT)

FEE SCHEDULE

Deposit registration and transfer (free for Full Management and Platinum service)	£45 inc VAT
Renewal of Assured Shorthold Tenancy Agreement (includes annual rent review)	£125 inc VAT
Professional Inventory services – full report with schedule of condition and photographs - prepared by independent provider	£110 - £190 inc VAT (dependent on property size and furnishing) 6+ bedroom properties POA
HMRC Quarterly NRL return – (applies to overseas landlords only)	£50 inc VAT
HMRC Annual NRL return - (applies to overseas landlords only)	£50 inc VAT
End of tenancy check out: agree with tenant check out date/time, provide tenant with formal check out procedures, arrange inventory check out report, advise on deposit return process, advise landlord and tenant on any proposed deductions, unprotect security deposit, arrange for deposit scheme to release deposit and close account.	£45 inc VAT
Security deposit disputes/claims: negotiate between parties, arrange contractor quotes, prepare paperwork and remit any disputed amount to scheme in required format for adjudication, including solicitor witness statutory single claim if necessary. Instruct contractors/obtain quotes/arrange repairs/replacement/redecoration.	£45 inc VAT per hour
Sale of property to tenant or introduction of third party	1.2% inc VAT

Extra services (if required)

EPC (Energy Performance Certificate)	£85 - inc VAT
Legionnaires Risk Assessment	£85 - inc VAT
Landlords Gas safety certificate	£95 inc VAT (£115 inc VAT to include a service)
Electrical safety report	£150 - £205 inc VAT (dependent on property size) 6+ bedroom properties POA
Serve Section 21 or Section 13 notice	£60 inc VAT
Tenancy agreement alterations – per additional clause	£30 inc VAT
Cutting of keys	£15 inc VAT + cost of keys
Duplicate statement – per statement	£15 inc VAT
Annual Self-Assessment Tax summary	£45 inc VAT
Preparing documentation for Legal proceedings	£50 inc VAT
Court attendance – per hour	£60 inc VAT
Re-issuing Prescribed Info due to change in circumstances	£42 inc VAT
Additional property visits	£60 inc VAT
Insurance claims on owners behalf	12% inc VAT of value claimed
Project management of non-essential works ie refurbishment	12% inc VAT