

<b><i>Service</i></b> <i>All fees are Inclusive of VAT</i>	<b><i>Fully Managed</i></b>	<b><i>Rent Collection</i></b>	<b><i>Tenant Find Only</i></b>
<b>Monthly Fee</b>	<b>14.4%</b>	<b>9%</b>	<b>Nil</b>
<b>Set-up fee per new Tenancy</b>	<b>£450</b>	<b>£450</b>	<b>6% of annual rent</b>
Valuation – marketing appraisal, compliance advice	✓	✓	✓
Marketing – in house photos and marketing on portals and website	✓	✓	✓
Viewings – accompanied viewings	✓	✓	✓
Tenant liaison and negotiation	✓	✓	✓
Tenancy Preparation – creation and execution of tenancy	✓	✓	✓
1 <sup>st</sup> Months’ rent collection	✓	✓	✓
Referencing (max 2 tenants) – including Right to Rent and Sanction Checks	✓	✓	✓
Inventory preparation	✓	✓	X
Transfer utilities & Council tax to tenants	✓	✓	X
Continued monthly rent collection	✓	✓	X
Collection of damage deposit	✓	✓	X
Registering of damage deposit – with approved scheme	✓	✓	X
Monthly income statements	✓	✓	X
Issue section 13 – rent increase notice	✓	✓	X
Arrange repairs and maintenance	✓	X	X

24/7 Out of Hours cover (not including cost of external contractors)	✓	X	X
Agree annual rent increase with Landlord	✓	X	X
Property Inspections – 2 per year	✓	X	X
Move out inspection & deposit return negotiation	✓	X	X
Compliance organisation & updates	✓	X	X
Key holding service	✓	X	X
Rent Guarantee (up to max £3,000 pcm) plus legal expenses	£35.28-£42.72 pcm	£35.28-£42.72 pcm	£424-£504 per annum

### Additional list of services in addition to our standard services

(some of these are included in the Fully Managed Package\*):

Property Inspections*	£90
Inventory*	POA
Move out report*	£250
Key holding service *	£60
Void Property Service per month	£90
Quarterly or Annual Statement of Account	£36
Issue Section 13 rent increase notice *	£120
HMO Alarm Testing (each visit)	£36
Project Management Works (over £1000 = 6% of value of work)	6%
Hourly Rate	£120
Cancellation fee – after referencing & tenancy draft, before signing	£500

