



Services	Landlord Fee Schedule			
	Single Let Management		HMO Management	
	Standard	Premium	Standard	Premium
	10% per month	12% per month	12% per month	15% per month
Advising on rent achievable and adjustments if needed	✓	✓	✓	✓
Dress HMO rooms (our own items stored between lets)	✗	✗	✗	✓
Take photos and videos for marketing	✓	✓	✓	✓
Write and publish adverts	✓	✓	✓	✓
Deal with enquiries and interview prospective tenants	✓	✓	✓	✓
Conduct viewings	✓	✓	✓	✓
Take applications, sending forms and guidance	✓	✓	✓	✓
Right to rent checks	✓	✓	✓	✓
Referencing and Credit checks	✓	✓	✓	✓
Produce tenancy agreements	✓	✓	✓	✓
Check in	✓	✓	✓	✓
Take meter readings at check in and supply to landlord	✓	✓	✗	✗
Advise council of new tenants details for Council Tax	✗	✓	✗	✗
Demonstrate Smoke alarms working and other systems in house	✓	✓	✓	✓
Serve paperwork- EICR, EPC, Gas Cert, How to Rent, DPS Prescribed info	✓	✓	✓	✓
Register/Protect Deposit in our DPS account	✓	✓	✓	✓
Hold selective licence if required by landlord (Accredited and have been entitled to discount)	✓	✓	✗	✗
1 month inspection on new tenancy, 6 month follow up	✓	✓	✓	✓
Organise maintenance and replacement of items	✓	✓	✓	✓
Arranging access to approved contractors	✓	✓	✓	✓
Arrange gas safety each year, and EICRs, EPCs as required	✓	✓	✓	✓
Supply gas safety to council annually when under selective or HMO licence	✗	✓	✗	✓
Collect rent and pass to landlord, deducting costs each month	✓	✓	✓	✓
Chase late rent payments and work with tenants	✓	✓	✓	✓
Deal with any breaches of contract	✓	✓	✓	✓
Advising on rental increases if applicable	✓	✓	✓	✓
Issue notices when required	✗	✓	✗	✓
Assist in filing for possession if required	✗	✓	✗	✓
Attend court hearings if required	✗	✓	✗	✓
Check outs	✓	✓	✓	✓
Submit claims to DPS where needed	✓	✓	✓	✓
Submit evidence to DPS in case of dispute and Stat Decs with solicitor if needed	✗	✓	✗	✓
Hold HMO licence if required by landlord	✗	✗	✓	✓
Quarterly communal inspections in HMOs	✗	✗	✓	✓
Quarterly meter readings	✗	✗	✓	✓
Organise fortnightly cleaning of properties and maintain logs, including smoke alarm tests	✗	✗	✓	✓
Deal with tenant disputes within house	✗	✗	✓	✓

