

Landlord Fee Schedule

uantum Lettings ^{Lid}	Single Let Management		HMO Management	
Services	Standard	Premium	Standard nonths rent plus	Premium 15% per month
	10% 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 contrcators	✓	✓	✓	✓
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	×	×	✓	✓

Additional Services and charges				
Gather information and assist in completion of HMO or selective licence applications	£50 an hour with minimum charge of £100			
Meter readings more than quarterly on HMOs	£25 per visit			
Landlord withdrawing from management mid tenancy	£200			
Vetting a new contractor not on our books if landlord wishes to use them	£50			
No fees are charged to our contractors or mark up added to contractors invoices for any works ar	ranged unlike many agents	5.		
Any activity required by the landlord not explicitly covered by the above	£25/hr for staff time £50/hr for Director time			
At the current time there is no VAT payable on any of our fees or charges.				
Quantum Lettings Ltd Company number 08587273				
Unit 7 Orton Enterprise Centre, Bakewell Road, Peterborough, PE26XU				
The Property Ombudsman APPROVED CODE TRADINGSTANDARDS LIK				