



## Fee's of Service

We have been managing properties in the rental market on behalf of landlords for over 15 years which means we can offer a reliable and professional service that you can trust.

### New Landlords

Joining Fee:	<b>FREE</b>	For empty properties. <i>This Includes:-</i> <ul style="list-style-type: none"> <li>- Market appraisal and recommendations.</li> <li>- Advertising and unlimited viewings.</li> </ul>
Administration Fee:	<b>£110</b>	For pre-tenanted properties <i>This Includes:-</i> <ul style="list-style-type: none"> <li>- Welcome pack sent to tenant.</li> <li>- Property inspection.</li> <li>- Assessment of Tenants.</li> </ul>

We only offer a fully managed service, which means we deal with everything relating to renting out your property.

Below is a full breakdown of fees along with details of each charge.

### Fully Managed Service

Tenant Finding Fee:	<b>£350</b>	When a suitable tenant has been found. Charge will be applied after the tenant has moved in and signed the Tenancy Agreement. <i>This Includes:-</i> <ul style="list-style-type: none"> <li>- Advertising and arranging unlimited viewings.</li> <li>- Tenant referencing using Homelet.</li> <li>- Check in = Meet at property. Prepare paperwork. Take meter readings and update utilities &amp; council. Deposit registration.</li> <li>- Check Out = Meet at property. Prepare paperwork. Take meter readings and update utilities &amp; council. Deposit processing.</li> </ul>
Management Fee:	<b>10%</b>	Of rental income, charged on a monthly basis as long as the property is tenanted. <i>This Includes:-</i> <ul style="list-style-type: none"> <li>- Rent collection and payment to landlord.</li> <li>- Pursue non-payment of rent and provide advice if further action is needed.</li> <li>- Communicating with Tenants, dealing with any concerns, complaints and general day to day issues.</li> </ul>

Continued...

- *Periodic property inspections, two per annum. \**
- *Rent Review, for long term tenants if we feel necessary.*
- *Repairs and maintenance service.*
- *Arranging of mandatory CP12, EICR & EPC as and when required. \*\**
- *24 Hour emergency helpline.*
- *Provide Landlord with Financial Statements each month.*
- *Negotiating deposit disputes if necessary.*
- *Obtain possession of the property following the issue of the relevant notice as and when required.*
- *Continued care to property when vacant.*
- *Deal with council and utilities during vacant periods.*

*\*If a situation calls for extra inspections then an additional charge may apply, such as the need for an Abandonment procedure/ Service of notice etc.*

*\*\*Additional contractor fees apply.*

## Additional Fees and Charges

Call Out Fee:	£65	If we need to visit the property. <i>i.e:</i> by council or police request etc.
Out of Hours Call Out Fee:	£110	Only used in Emergency situations.
Fire Safety Package:	£75	Installed for new tenants, <u>only</u> if needed. Kit includes: 1x Carbon Monoxide Detector, 2x Smoke Alarms & Kitchen Heat Sensor.
Change Locks:	£65	Plus, the cost of materials.
Abandonment Procedure:	£65	Initiate the relevant procedure if tenant becomes unresponsive.
Service of Notice:	£65	Hand deliver the relevant Notice, once legally advised.
Tenancy Deposit Claim:	£30	Issuing a Statutory Declaration form.
Termination Fee:	£150	Removal of property from our portfolio.

## Optional Charges

Annual Summary:	£45	Provide Annual Financial Tax Year Summary.
Amendment of Contract:	£45	To make changes to our standard Tenancy Agreement. <i>(Please see P.6, S.5 of the Management Agreement for more details.)</i>
Additional Quotes:	£25	If more than two contractor quotes are required by the landlord for maintenance works, this fee is charged per additional quote.
Court Appearance:	£15	Per hour.