



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

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

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

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| Tenant Finding Fee: | £350 | 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"> - Advertising and arranging unlimited viewings. - Tenant referencing using Homelet. - Check in = Meet at property. Prepare paperwork. Take meter readings and update utilities & council. Deposit registration. - Check Out = Meet at property. Prepare paperwork. Take meter readings and update utilities & council. Deposit processing. |
| Management Fee: | 10% | 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"> - Rent collection and payment to landlord. - Pursue non-payment of rent and provide advice if further action is needed. - Communicating with Tenants, dealing with any concerns, complaints and general day to day issues. |

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.*
- *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

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| 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: | £15 | Issuing a Statutory Declaration form. |
| Tenancy Deposit Dispute: | £35 | Dealing with a dispute between Tenant & Landlord/ Agent. |
| Termination Fee: | £150 | Removal of property from our portfolio. |

Optional Charges

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| Annual Summary: | £35 | Provide Annual Financial Tax Year Summary. |
| Amendment of Contract: | £35 | To make changes to our standard Tenancy Agreement. <i>(Please see P.6, S.5 of the Management Agreement for more details.)</i> |
| Administration Fee: | £35 | For admin tasks necessary, but not covered by the Management Fee. |
| 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. |