



## Letting & Management Landlord Services

Whether you would like us to manage one property or a large portfolio, our range of property management and service packages can be tailored to your needs.

We are committed to being upfront with our charges and fees. Our Services below lists all our Landlord fees in total flat rate.

For more details, please refer to your Terms of Business or ask a member of our team.

### Standard Letting Service

Ideal for landlords with the time and expertise to manage their own maintenance queries.

6.5% Flat Rate of the monthly rent

(Example: £1200.00 x 12 months x 6.5% = £936.00 upfront fee)

#### Includes:

Initial property consultation

Advice on best achievable market rent

Erection of the To Let/Let By board outside property

Marketing the property using the best property portals

Accompanied viewings for the potential tenant (out of hours/weekends included)

Verifying tenant identities and organising tenant referencing checks

Statutory right to rent check on each adult occupier\*\*

Register deposit and issue prescribed information to tenant\*\*

Collect and remit the initial months' rent & security deposit

Deduction of commission fees and other agreed works

Drafting and execution of tenancy agreement

Facilitate all required compliance documentation (EPC, EICR, Gas Certificate, PAT Test etc)

Organising the independent inventory check-in report

Property key hand over

Advise all utility providers with the new tenancy details and meter readings and advise the local authority in respect of the new occupiers for Council Tax purposes.

### Letting and Rent Collection Services

This service suits a landlord who has the time and energy to deal with tenants and their requests but would like support with some of the financial and administrative duties.

8.5% Flat Rate of the monthly rent

(Example: £1200.00 x 12 months x 8.5% = £1224.00/12 months = £102.00 monthly fee)

All services listed under the above **Standard Letting Service**

#### Plus:

Invoicing of rent statements to tenants

Collection and remittance of rent received

Follow up non-payment of rent and provide advice on rent arrears action

Deduction of commission fees and other agreed works

Monthly Rent statements

Annual Tax Report\*\*



## Management Service

A comprehensive property management service for complete peace of mind.

12% Flat Rate of the monthly rent

(Example: £1200.00 x 12 months x 12% = £1728.00 / 12 months = £144.00 monthly fee)

### **Includes:**

Invoicing of rent statements to tenants

Collection and remittance of rent received

Follow up non-payment of rent and provide advice on rent arrears action

Deduction of commission fees and other agreed works

Monthly Rent statements

Annual Tax Report\*\*

Deposit collection and holding

Key holding

Provision of an emergency out of hours repair service

Point of contact between tenant and landlord

Day to day full management of your property so the landlord is hands off

Arrange routine repairs in accordance with agreement

Facilitate mid tenancy administration if necessary

Undertake periodic property inspections and submit a report of recommendations

Hold a working fund and make payments

Facilitating independent inventory check in/ check out reports

Pre-tenancy property visits and preparation

Facilitate all required compliance documentation on expiry

\*\* Extra charges apply, please see our price guide