



LETTINGS

DEPOSITS

**We are registered with The Deposit Protection Service
(The DPS)**

**and all tenants' deposits are managed and
protected under this scheme.**

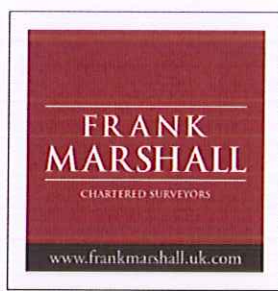
COMPLAINTS/REDRESS SCHEME

**MEMBERS OF
THE PROPERTY OMBUDSMAN SERVICES LTD.**

**Unit 159756, P.O. Box 7169,
Poole, BH15 9EL
Tel: 01722 333306**

LETTING AND MANAGEMENT CHARGES TO TENANTS

DEPOSIT - ONE MONTH'S RENT



LETTING AND MANAGEMENT CHARGES TO LANDLORDS

ALL CHARGES AND FEES ARE INCLUSIVE OF VAT

Service required:	
Full management service	£420 inclusive of VAT administration and set up fee 12 % inclusive of VAT monthly fee (percentage of each month's rent)
Rent collection only service	£420 inclusive of VAT administration and set up fee 9.6% monthly fee (percentage of each month's rent)
Let only service	First month's rent plus VAT

Please refer to the table of service to see what is included in each of these services

ADDITIONAL FEES

Additional optional and non-optional fees and charges irrespective of level of service (inclusive of VAT where applicable)

Energy Performance Certificate	At cost
Landlord Gas Safety Inspection	At cost
Landlord Gas Safety Inspection plus boiler service	At cost
Electrical Installation Condition Report	At cost
Portable Appliance Testing	At cost
Inventory and Schedule of Condition from (depending on the size of property and whether furnished/unfurnished. Cost for very large properties may be higher)	£120
Supply and Fitting Smoke and Carbon Monoxide Detectors	At cost
Additional Property Visit/ Let Only Visit	£150
Key Cutting	At cost
Abortive Tenancy Fee	£350

Additional optional and non-optional fees and charges for Let Only Landlords

Renewal of existing tenancy agreement (at request to amend and update terms)	£150
Preparing a new tenancy agreement	£ 90

TABLE OF SERVICES OFFERED	Fully Managed	Rent Collection	Let Only
Market appraisal/valuation	√	√	√
Advice on property presentation	√	√	√
Marketing and promotion of the property	√	√	√
Instruct erection of 'To Let' boards	√	√	√
Arrange and conduct accompanied viewings and provide feedback as required	√	√	√
Full applicant reference and credit checks as required	√	√	√
Producing legal documentation including tenancy agreement	√	√	√
Arrange signing of tenancy agreement by tenant	√	√	√
Collect and register deposit (of one month's rent) with Tenancy Deposit Scheme and provide tenant with certificate	√	√	√
Arrange Energy Performance Certificate, gas safety inspection, electrical safety checks, smoke detector and carbon monoxide alarm checks	√	√	√
Collect the first month's rent and pay net sum	√	√	√
Provide tenant with details to set up standing order for monthly rent	√	√	√
Arrange for an inventory/schedule of condition (costs for inventory apply)	√	√	√
Tenant move in/hand over	√	√	√
Notify utility companies of meter readings	√	√	√
Collect and monitor rent payments	√	√	X
Provide detailed monthly accounting statements	√	√	X
Chase arrears of rents	√	√	X
Regular property inspections	√	X	X
Handle tenant queries and issues throughout the tenancy	√	X	X
Issue warning letters for any breach of tenancy	√	X	X
Tenancy renewal, rent review and advice	√	√	X
Tenancy renewal inspection	√	X	X
Provision of tenancy extension/renewal documentations	√	X	X
Inventory check out inspection at tenant vacation	√	X	X
Notify utility companies and council of change of tenancy	√	√	√