

Residential Letting and Management Services Professional Fees

MANAGEMENT SERVICE OPTION

Initial Charge (payable when property is let) – £300 inclusive of VAT and includes:

- Finding a tenant (including local advertising and accompanied viewings if necessary)
- Taking up references including:
 - (a) Bank/Building Society
 - (b) Employer/Professional person
 - (c) Credit Reference
 - (d) Right to Rent Check
- Preparing an inventory of contents and schedule of condition
- Drawing up a Tenancy Agreement
- Collection of first payment of rent & the Deposit
- Registering of deposit with the government approved Deposit Protection Service

Management Fee – 12% of each month's rent inclusive of VAT and includes:

- Collection of rent
- Arranging and Supervising any repair work
- Routine inspections
- Serving of a Notice to Quit if vacant possession is required
- Ensuring that the tenant is complying with their obligations
- Pay the Net rent into a Bank/Building Society account if required and supply an invoice which can be used for Self Assessment
- Inspection and checking of inventory and schedule of condition at the end of tenancy, to be used in mediation to comply with the Deposit Protection Service

LETTING ONLY OPTION

**Fees based on property: 4 bedrooms or less – £420 inclusive of VAT
above 4 bedrooms or rent above £800pcm – £540 inclusive of VAT**

This includes:

- Finding a tenant (including local advertising and accompanied viewings if necessary)
- Taking up references inc.
 - (a) Bank/Building Society
 - (b) Employer/Professional person
 - (c) Credit Reference
- Preparing an inventory of contents and schedule of condition
- Drawing up a Tenancy Agreement
- Collection of first payment of rent & the Deposit
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Fees stated are subject to VAT & variation

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