

## LANDLORD FEES:

**TENANT FIND:**     **£375.00 plus VAT = £450.00**

### OUR SERVICE

1. Providing a rental valuation of the property and giving advice as required.
2. Advising on How to Prepare your property for let
3. Advertising as necessary, interviewing and selecting tenants, arranging/carrying out viewings.
4. Advising on the transfer of gas, electricity, and telephone accounts.
5. Advising on requirements of Gas & Electrical Safety.
6. Collecting the first advance rental and security deposit.
7. Drawing up a standard Assured Shorthold Tenancy Agreement and arranging signature by the Landlord/s & tenant/s.

If you require our Services beyond this point, please enquire about our Full Management Service.

**FULL MANAGEMENT:**

1.     £275 plus VAT = £330.00 for initial tenancy set up
2.     10% plus VAT of the Monthly Rental Amount
3.     £75.00 plus VAT for Tenancy Renewal's

### OUR SERVICE

- 1) Providing a **rental valuation** of the property, and offering advice as required.
- 2) **Advertising** as necessary, selecting tenants, arranging/carrying out viewings, dealing with negotiations.
- 3) Preparing and signing as Agent for The Owner a suitable **tenancy agreement** in accordance with current law.
- 4) Arrange the transfer of **utility service** accounts, including Gas, Electric, Water & Council Tax
- 5) Collecting and holding as stakeholder a **security deposit** usually equivalent to six weeks rent. The deposit will be held in a separate Client Account.
- 6) Receiving ongoing **rental payments**, preparing and forwarding to The Owner and/or their accountant financial statements on a monthly basis, and remitting the balance of rental payments within one month of the due date, provided the same shall have actually been received.
- 7) Making payment of certain **regular outgoings** provided The Agent has agreed to do so separately in writing and that sufficient funds are held in credit by virtue of paragraph 7 above.

- 8) Advising on and ensuring compliance with the Gas Safety (Installation and Use) Regulations 1998 with regard to the inspection, maintenance, and keeping of records in respect of **gas appliances in tenanted premises**, The Owner being responsible for all costs involved.
- 9) Advising on and ensuring compliance with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (amended 1989, 1993 & 1996) with regard to **minimum fire resistant standards** of specified items supplied in the course of letting property, The Owner being responsible for all costs involved.
- 10) Advising on and ensuring compliance with the Electrical Equipment (Safety) Regulations 1994 and other relevant legislation with regard to the **condition and safety of electrical equipment and appliances** in tenanted premises, The Owner being responsible for all costs involved.
- 11) Advising on and ensuring compliance with the Energy Performance Certificate (EPC). This being a legal requirement, on all new tenancies, with effect from 1<sup>st</sup> October 2008. The Owner being responsible for all costs involved.
- 12) **Inspecting** the property periodically to ensure compliance with the terms of the tenancy agreement.
- 13) Arranging any **repairs, maintenance or replacements** to the property or contents which come to or are brought to The Agent's notice and which The Agent considers necessary, up to an estimated cost of £150 for any one item or job, The Owner being responsible for the cost involved. Where the estimated cost exceeds £150, notifying The Owner or their nominated representative who will be responsible for arranging and paying for such work or replacement.
- 14) Dealing with any necessary **insurance claim** on The Owner's behalf, at a charge equivalent to 10% of the value claimed.
- 15) Taking appropriate initial action in the event of **rent arrears or any other breach of condition** of the agreement in an effort to remedy the situation. Where such arrears or breach persists, informing The Owner or The Owner's nominated representative who will be responsible for taking any further action and meeting any costs involved.

Liaising with the tenant on a routine basis, arranging **renewals** of the agreement or **check-outs, re-advertising** and **re-letting** to new tenants as appropriate.