

Tenant Introduction Service

One Month's Rent plus VAT (9.99% inclusive of VAT) (based on a 12 month tenancy)

- Agree the market rent and find a tenant in accordance with the landlord guidelines
 - Advise on current market conditions and preparation of the property for letting
 - Advise on refurbishment
 - Provide guidance on compliance with statutory provisions and letting consents
 - Erect board outside property in accordance with Town and Country Planning Act 1990
 - Discuss non-resident tax status and HMRC (if relevant)
 - Prepare property details, photos, floorplan, market the property and advertise on relevant portals
 - Accompany prospective tenants on viewings
 - Negotiate offers
 - Carry out a full credit search on any prospective tenant via an independent credit referencing company
- Obtain references from employers, previous landlord and bank via an independent credit referencing company
 - Collect one month's rent in advance, together with a security deposit equal to 5 weeks rent
 - David Cliff will register and log the tenants deposit in an approved scheme
 - Prepare the tenancy agreement
 - Provide tenant with method of payment
 - Deduct commission and any pre-tenancy invoices
 - Contact Landlord & Tenant prior to the end of tenancy to discuss renewal or termination
 - Arrange for utilities and council tax to be registered under the tenants name
 - Arrange Inventory & Check In/Check Out via an Independent Inventory Clerk
 - The Landlord will be responsible for arranging any maintenance works

Rent Collection Service

10% plus VAT (12% inclusive of VAT)

- Collect one month's rent in advance, together with a security deposit equal to 5 weeks rent
 - Receive and remit rent received as received
 - Make any necessary HMRC deduction
 - Prepare regular statements
 - Operate rent arrears process should rent not have been received
 - Provide advice on rent arrears actions, if applicable
 - Provide tenant with method of payment
- Deduct commission and any pre-tenancy invoices
 - Contact Landlord & Tenant prior to the end of tenancy to discuss renewal or termination
 - Arrange for utilities and council tax to be registered under the tenants name
 - Arrange Inventory & Check In/Check Out via an Independent Inventory Clerk
 - The Landlord will be responsible for arranging any maintenance works

Start of Tenancy Fees

Landlord Set up fees (Mandatory Charge per tenancy): £360.00

Charged to Landlords and includes references (ID checks, Initial Right-to-Rent checks, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability), as well as contract negotiation (amending and agreeing terms) and arranging the tenancy, and the associated paperwork. This also includes registering the deposit with the DPS (if necessary), utility management and carrying out Land Registry and Anti-Money Laundering checks.

Landlord Withdrawal Fees: £360.00

To cover the costs associated with the marketing, advertising and tenancy set up should the landlord withdraw from the advertising/tenancy set up stage.

We are upfront about the charges we apply so you know exactly what you are paying for. The charges you pay as a landlord will depend heavily on the type of property you are letting, but we have provided a breakdown of the fixed charges to give you an idea of what to expect.

Fully Managed Service

12% plus VAT (14.4% inclusive of VAT)

- Collect one month's rent in advance, together with a security deposit equal to 5 weeks rent
 - Receive and remit rent received as received
 - Make any necessary HMRC deduction
 - Prepare regular statements
 - Operate rent arrears process should rent not have been received
 - Provide advice on rent arrears actions, if applicable
 - Provide tenant with method of payment
 - Deduct commission and any pre-tenancy invoices
 - Contact Landlord & Tenant prior to the end of tenancy to discuss renewal or termination
 - Arrange for utilities and council tax to be registered under the tenants name
 - Arrange Inventory & Check In/Check Out via an Independent Inventory Clerk
 - Hold keys throughout the tenancy
- Regular property inspections (on average no more than 3 per annum)
 - Arrange routine repairs and instruct approved contractors (to a maximum of £600)
 - Approve supplier invoices
 - Arrange Gas Safety Record, Electrical Installation Condition Report and Portable Appliance Testing, Smoke Alarms & CO monitors
 - Arrange pre-tenancy cleaning
 - Negotiate with landlord and tenant any disbursement of the security deposit
 - Return deposit as agreed with landlord and tenant to relevant parties
 - Remit any disputed amount to the Deposit Protection Service for final adjudication
 - Unprotect security deposit
 - You will have no contact with the tenant, and everything will go through us as your agent

Pre Tenancy Fees

Gas Safety Certificate	Mandatory	£120.00
Gas Safety Certificate Including service	Recommended	£180.00
Energy Performance Certificate - EPC	Mandatory	£120.00
Portable Appliance Testing - PAT	Recommended	Please contact us for a quote
Electrical Safety Certificate - EICR	Mandatory	As per contractor invoice
Install Smoke & Carbon Monoxide Alarms	Mandatory	£100 per unit
Rent and Legal Protection	Recommended	£390.00
Inventory & Check Outs*	Recommended	Please see price list below

If you would like further information with regards to this product, please ask a member of staff.

In the absence of an inventory and/or check out deductions to tenant(s) deposits cannot be made. An inventory and check out is required for each tenancy. For excess of 5 bedroom, please ask a member of staff.

Inventory & Check Outs price list

	Studio/ 1 Bedroom		2 Bedroom		3 Bedroom		4 Bedroom		5 Bedroom	
	Unfurn	Furn	Unfurn	Furn	Unfurn	Furn	Unfurn	Furn	Unfurn	Furn
Inventory	£135	£145	£145	£155	£155	£165	£165	£185	£185	£205
Check In	£110	£115	£115	£125	£120	£130	£125	£135	£145	£165
Check out	£125	£135	£135	£145	£140	£150	£145	£155	£165	£185

During Tenancy Fees

Serve Section 13 Notice (to increase rent on a periodic tenancy)	£114.00
Serve Section 21 (Form 6a) Notice (inc in management)	£114.00
Court Attendance per hour (hour minimum)	£120.00
Interest on unpaid commission/ other monies % above the base rate of BOE	3%
Copies of Remittances Advices	£42.00
Arrangement fee for works over £1,000 net cost	12%
Insurance Claims: per hour (hour minimum)	£120.00
Deposit return process (inc in management)	£300.00
Additional Property Visits	£90.00
Submission of non-residential landlords receipts to HMRC to remit the financial return (quarterly)	£120.00
Posting of Tenancy Agreements	£12.00
Posting of landlord statements	£12.00
Professional photos, floorplan and Marketing video	£175.00

All fees are inclusive of VAT