

# Services and Fees at a glance

	ELITE	MANAGED	STANDARD
Professional rental valuation & comprehensive advice on all aspects of renting	✓	✓	✓
Preparation of property details & photographs for marketing, 360° virtual tour	✓	✓	✓
Advertising on property portals (OnTheMarket, Zoopla, Primelocation) & social media	✓	✓	✓
Erection of a To Let board	✓	✓	✓
Accompanied viewings	✓	✓	✓
Full referencing of tenants	✓	✓	✓
Immigration Right to Rent checks	✓	✓	✓
Issue (legally required) How to Rent Guide	✓	✓	✓
Preparation of Tenancy Agreement	✓	✓	✓
Guarantor paperwork (if required)	✓	✓	✓
Deposit registration with the DPS	✓	✓	✓
Arrange inventory & schedule of condition with photos. Cost depending on size of property	cost from £90.00	cost from £90.00	cost from £90.00
Pre move-in HHSRS Risk Assessment (where required)	✓	£50*	✓
Arrange pre-tenancy house, carpet & oven cleaning	✓	£50*	✓
Legionella Risk Assessment (where required)	✓	£50*	✓
Legal Protection & Rent Guarantee	Please call us to discuss the options		N/A
Accompanied move-in to explain heating system, appliances & quirks as advised by the landlord	✓	✓	✓
Test smoke & CO detectors as required by law	✓	✓	✓
Arrange transfer of utilities to new tenants	✓	✓	✓
Arrange standing order for monthly rent collection	✓	✓	✓
Monthly rent collection & statement	✓	✓	N/A
Monthly transfer of rent to Landlord (minus fees)	✓	✓	N/A
Negotiating tenancy renewal, rent increases & deposit cap compliance check	✓	£75	N/A
Allocated Property Manager	✓	✓	N/A
Arrange annual renewal of safety checks (Landlord's Gas Safety, AGA, Oil Boiler & Chimney Sweeping)	✓	✓	N/A
Arrange Electrical Installation Condition Report (EICR)	✓	✓	N/A
Arrange Electrical Portable Appliance Test (PAT Test)	✓	£50*	N/A
Arrange EPC & Floor Plan	✓	✓	✓
Dealing with routine maintenance issues & arranging repairs	✓	£50*	N/A

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Property inspection, report & photos	✓	£75	N/A
Pay bills on behalf of Landlord	✓	✓	N/A
Key Holder	✓	✓	£50 per annum
Regular legal updates	✓	✓	✓
Chasing rent arrears	✓	✓	N/A
Tenant move-out notes & checklist	✓	✓	£25.00
Administration of move-out & arranging check-out inspection	✓	£50*	N/A
Check-out Report with photos. Cost depending on size of property	cost from £90.00	cost from £90.00	cost from £90.00
Agree deductions from deposit & administer refund	✓	✓	N/A
Hire of oil filled radiator or dehumidifier	£20 per week	£20 per week	N/A
Drafting of additional clauses for Tenancy Agreement	✓	✓	✓
Void Property Inspections	£120	£120	N/A
End of Year Statement / Tax Summary	✓	✓	N/A
Major Works Fee (co-ordinating works costing over £300)	15% of the total cost of works	15% of the total cost of works	N/A
Additional Admin Fee	£50 per hour	£50 per hour	N/A
Copying keys	✓	£25*	£25*
Admin fee /liaising with solicitors/estate agents when property is sold	✓	£50	N/A
Admin fee /liaising with insurance company in the event of a claim	✓	£50	N/A
Emergency / Out of Hours service	✓	£50	N/A
Additional property inspections as required	£50	£50	N/A
Sourcing & viewing of potential rental properties on behalf of a Landlord	£50 per hour	£50 per hour	N/A
Paying quarterly tax to HMRC for Non-Resident Landlords where required	Additional 1% commission	Additional 1% commission	N/A
Deposit Dispute Resolution	£350 per day	£350 per day	N/A
Service of Section 21 Notice and Service of Section 8 Notice	£120	£120	N/A
Early termination Fee - where Landlord cancels the agreement before a tenancy has started	£480	£480	£480
Cancellation Fee - where Landlord cancels the agreement during a tenancy	1 month's rent	1 month's rent	N/A
Landlord Guidance Notes	✓	✓	✓

All fees listed are inclusive of VAT \* Arrangement fee only. May incur additional contractor fees.