

FEES & SERVICE LEVEL SUMMARY

	ELITE Letting Service	MANAGED Letting Service	STANDARD Letting Service
	15% incl VAT (12.5%)	10% incl VAT (8.3%)	5% incl VAT (4.1%)
	Fully comprehensive 5* tenant find & property management service.	An essential tenant find and tenancy management service which includes arranging essential safety checks (LLGS etc.) but not routine maintenance.	A basic tenant find and rent collection service. Ensures landlord is compliant but does not include move-in/testing of smoke detectors.
Tenancy set-up fee	£400	£400	£400

Full Management (ELITE)

Full property management is the core part of our business so from securing tenants and complying with all the legislation, to rent collection, property inspections and routine maintenance, we take care of everything. You never need to worry about arranging quotes or managing repairs and we are the first point of contact for your tenants. The **Elite Letting Service** is ideal if you have little spare time, live overseas or simply want to relax knowing that your home is being looked after by a trusted and qualified professional.

Tenancy Management (MANAGED)

Our **Managed Letting Service** is an essential tenant find and tenancy management service for those Landlords who are happy to manage routine repairs and any maintenance during the tenancy. This might suit you if you want to be involved but prefer an agent to market the property, do the initial viewings, draw up the tenancy agreement, arrange the **legally required safety checks**, register the deposit, and collect the monthly rent.

Private Landlords (STANDARD)

Our **Standard Letting Service** may suit you if you are a local farm or estate manager, or a professional landlord who is fully up to speed with all the regulations. This is a good option if you're happy to manage the property and tenancy on a day-to-day basis but prefer an agent to market the property, do the initial viewings, draw up the tenancy agreement, register the deposit, and collect the monthly rent.

	ELITE	MANAGED	STANDARD
Professional rental valuation & comprehensive advice on all aspects of renting	✓	✓	✓
Property details & photos prepared	✓	✓	✓
Advertising on portals (Rightmove etc.), social media & To Let boards	✓	✓	✓
Accompanied viewings	✓	✓	✓
Full referencing of tenants	✓	✓	✓
Immigration Right to Rent checks	✓	✓	✓
How to Rent Guide	✓	✓	✓
Tenancy Agreement	✓	✓	✓
Deposit registration	✓	✓	✓
Arrange inventory & schedule of condition with photos	✓	✓	Arrangement Fee
Pre move-in Risk Assessment	✓	Not included	Not included
Arrange pre-tenancy house, carpet & oven cleaning	✓	Arrangement Fee	Arrangement Fee
Legionella Risk Assessment	✓	Not included	Not included
Accompanied move-in to explain heating system, appliances & quirks as advised by the landlord	✓	✓	Not included
Test smoke & CO detectors as required by law	✓	✓	Not included
Arrange transfer or utilities	✓	Arrangement Fee	Arrangement Fee
Arrange standing order for monthly rent collection	✓	✓	✓
Monthly statement	✓	✓	✓
Allocated Property Manager	✓	Not included	Not included
Arrange renewal of safety checks (Landlord's Gas Safety, AGA, Oil Boiler & Chimney Sweeping)	✓	✓	Reminder
Routine maintenance inspections	✓ 3 per year	✓ 1 per year	Not included
Dealing with routine maintenance issues & arranging repairs	✓	Not included	Not included
Pay bills on behalf of Landlord	✓	✓	Not included
Key Holder	✓	✓	Arrangement Fee
Regular legal updates	✓	✓	✓
Chasing rent arrears	✓	✓	✓
Administration of move-out & arranging check-out inspection	✓	Arrangement Fee	Arrangement Fee

Access to your own Landlord Portal	✓	Not included	Not included
FEES (** included in ELITE)			
Arrangement Fee	£50		
Service of Section 21 Notice	£120		
Service of Section 8 Notice	£120		
Early termination Fee	£400	Where Landlord cancels the agreement before a tenancy has started.	
Cancellation Fee	1 month's rent	Where Landlord cancels the agreement during a tenancy.	
Inventory	from £90.00 depending on size of property		
Check-out Report	from £90.00 depending on size of property		
EPC & Floor Plan	£90		
Hire of oil filled radiator	£20 per week		
Hire of dehumidifier	£20 per week		
** Property inspection, report & photos	£150 - £180		
** Tenancy Agreement & Deposit registration	£300	<i>Included in all letting services</i>	
** Tenant Referencing	£150 per tenant	<i>Included in all letting services</i>	
** Guarantor paperwork	£150 per tenancy		
** Drafting of additional clauses for Tenancy Agreement	£60		
** Memorandum of Tenancy Renewal	£60		
Deposit Dispute Resolution	Up to £350 per day		
Void Property Inspections	£120		
End of Year Statement / Tax Summary	£20		
** Arranging routine maintenance & repairs	£75 per contractor or 20% of the invoice whichever is larger	e.g. boiler breakdowns, leaks, faulty appliances,	
Major Works Fee (co-ordinating works costing over £300)	15% of the total cost of the works	e.g. kitchen or bathroom refurbishment Arranging access & assessing costs with contractors. Co-ordinating work & ensuring it has been carried out in accordance with the spec.	
Additional Admin Fee	£50 per hour		
** Copying keys	£25		
** Property visit to test smoke & CO detectors on tenancy start date as per current legal requirement	£120		
Admin fee /liaising with solicitors/estate agents when property is sold.	£50		

Admin fee /liaising with insurance company in the event of a claim.	£50	
** Arranging & administration of safety checks: Gas, PAT, EICR,	£50 per worksheet	
** Ongoing immigration Right to Rent checks	£120	
Emergency / Out of Hours service	£50 per hour	
Additional visits as required	£50 per hour	
Viewing of potential rental properties on behalf of a Landlord	£50 per hour	
Paying quarterly tax to HMRC for Non-Resident Landlords where required	£60 quarterly	
** KEY HOLDER	£50 per annum	
** Move-out notes & checklist	£25	
Arrangement Fee	£50	

OTHER INCOME

Charges to tenants:

- | | |
|--------------------------------|---|
| 1) Tenant Administration | £120 (per property) |
| 2) Credit/Referencing | £90 (per applicant) |
| 3) Tenancy agreement drafting | £nil |
| 4) Check in inventory | £nil |
| 5) Check out Fee | £60 |
| 6) Tenancy Renewal | £120 (if both parties agree, this cost may be shared with the Landlord) |
| 7) New letting agent reference | £nil |
| 8) Guarantor referencing | £30 |

The fees charged to the tenant may change and we will endeavour to inform you of such a change at the earliest opportunity.

Piccolo Property Services does not receive commissions from:

- Contractors
- Insurance companies
- Referencing companies
- Utility providers and others