

| FEES & SERVICE LEVEL SUMMARY | | | |
|---|----------------------|-------------------|-------------------------|
| | ELITE | MANAGED | STANDARD |
| Tenancy set-up fee | £480.00 | £480.00 | £1800.00 |
| Monthly management commission | 15.5% 12.92ex VAT | 12% 10% ex VAT | one-off fee incl VAT |
| <p>ELITE (Full Management / All-inclusive)</p> <p>A fully comprehensive 5* tenant find and property management service. 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.</p> | | | |
| <p>MANAGED (Full Management / Pay-As-You Go)</p> <p>Similar to Elite, our Managed Letting Service is a comprehensive tenant find and tenancy management service for those Landlords who prefer to pay for services on a per item basis.</p> | | | |
| <p>STANDARD (Tenant Find Only)</p> <p>Our Standard Letting Service is aimed at experienced landlords. This service level 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, arrange the legally required safety checks, issue the tenant with all of the legally required paperwork, draw up the tenancy agreement and register the deposit.</p> | | | |

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|---|-------|---------|----------|
| Professional rental valuation & comprehensive advice on all aspects of renting | ✓ | ✓ | ✓ |
| Preparation of property details & photographs for marketing | ✓ | ✓ | ✓ |
| 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 | ✓ | ✓ | ✓ |

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|---|---------------------------------------|------------------|------------------|
| Preparation of Tenancy Agreement | ✓ | ✓ | ✓ |
| Guarantor paperwork (if required) | ✓ | ✓ | ✓ |
| Deposit registration with the DPS | ✓ | ✓ | ✓ |
| Arrange inventory & schedule of condition with photos. Cost from £90.00 depending on size of property | cost from £90.00 | cost from £90.00 | cost from £90.00 |
| Pre move-in HHSRS Risk Assessment | ✓ | £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 | | |
| 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) | ✓ | £50* | 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 |
| 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 |

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| Tenant move-out notes & checklist | ✓ | ✓ | £25.00 |
| Administration of move-out & arranging check-out inspection | ✓ | £50* | N/A |
| Check-out Report with photos. Cost from £90.00 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 | £20 per week | £20 per week | N/A |
| Hire of 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 | £120 | £120 | N/A |
| 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 | ✓ | ✓ | ✓ |

*Arrangement fee only: may incur additional contractor fees

Signed by the Landlord:

Date: