



	INTRODUCTORY ONLY SERVICE	INTRODUCTORY & RENT MANAGEMENT SERVICE	(RESIDENTIAL) FIRST CLASS FULL MANAGEMENT SERVICE	(HMO) FIRST CLASS FULL MANAGEMENT SERVICE
<b>Monthly Margin*</b>	<b>10% + VAT</b> Of the term as a one-off fee (12% inc. of VAT)	<b>12% + VAT</b> Per month (14.4% inc. of VAT)	<b>14% + VAT</b> Per month (16.7% inc. of VAT)	<b>16.5% + VAT</b> Per month (19.8% inc. of VAT)
Expert valuation of your property's monthly rental value.	✓	✓	✓	✓
Proactive search for a suitable tenant, including advertising on our website & property portals.	✓	✓	✓	✓
Accompanied viewings, six days a week.	✓	✓	✓	✓
Negotiating the tenancy agreement with tenants.	✓	✓	✓	✓
Prepare move-in paperwork & welcome pack.	✓	✓	✓	✓
Collection of deposit & first month's rent on your behalf.	✓	✓	✓	✓
<b>Ensure that the standing order is correctly set-up by the tenant.</b>		✓	✓	✓
<b>Issuing legal notices to tenants, if required.</b>		✓	✓	✓
<b>Monthly rent collection &amp; payments via BACS.</b>		✓	✓	✓
<b>Chasing up late payments &amp; pursuing guarantors, if required.</b>		✓	✓	✓
<b>Ensure that all monies are protected by Client Money Protection.</b>		✓	✓	✓
Check tenants continued right to rent throughout the tenancy, on your behalf.			✓	✓
Arrange for the Gas Safety Certificate, Legionnaires' Risk Assessment & EPC pre-tenancy.			✓	✓
Check Smoke Alarms & Carbon Monoxide Alarms pre-tenancy.			✓	✓
Arrange the Inventory, Check-in & Check-out.			✓	✓
Securely hold a set of property keys throughout the tenancy.			✓	✓
Provide tenant access to a 24/7 maintenance emergency helpline throughout the tenancy.			✓	✓
Provide ongoing management of your property via our specialist property management team.			✓	✓
Act as an intermediary with insurance companies or block management companies.			✓	✓
Arrange for all utilities to be transferred at the start and end of each tenancy.			✓	✓
Liaise with our vetted contractors to carry out all necessary property repairs. Ensure that all contractors have the correct insurance prior to carrying out work, and pay them on your behalf.			✓	✓
Monthly expenditure statements.			✓	✓
Assessment and management of annual rental value inflation.			✓	✓
Review check-out reports, advise on deductions from deposits, reach agreements with tenants, & process deposit returns.			✓	✓
Handle the returns of non-security deposits.			✓	✓
Monitor local licensing schemes.			✓	✓
Ensure that you continue to comply with legislation, and are aware of changes.			✓	✓
<b>Arrange EICR &amp; PAT tests.</b>				✓
<b>Arrange Fire Alarm System checks every six months, &amp; provide Safety Certification (Grade A Systems)</b>				✓
<b>Display HMO &amp; Council Certificates in the property.</b>				✓
<b>Arrange any council inspections.</b>				✓
<b>Ensure that you continue to comply with all specific HMO legislation.</b>				✓

\*Monthly margin subject to a minimum fee of £100 + VAT (£120 INC) per tenancy

Company Number: 06714328 - VAT Number: 940323650

Registered Office: 1A Mile End, London Road, Bath, Somerset, BA1 6PT



## **Additional Residential Fees and Charges**

*(Required for 'Introductory Only', 'Introductory & Rent Management', and 'First Class Full Management' Services)*

### **(New-Lets)**

#### **Tenancy Set-up Fee**

£580 + VAT (£696 inc. VAT)

- ✓ Contribution towards the marketing package (*professional photography, copywriting, floorplans, online advertising, digital marketing campaigns*).
- ✓ Arranging for the referencing for up to 3 tenants and 3 guarantors (*including assessments of affordability, credit history, previous landlord references, and employment status*). \*
- ✓ Confirming the tenants' right to rent prior to the start of the tenancy.
- ✓ Arranging all tenancy administration, and issuing the relevant legal documentation.
- ✓ Deposit administration, and lodging the Deposit with an approved scheme.\*\*
- ✓ Serving the tenants with prescribed information and Deposit certificate.
- ✓ Providing the tenant with a 'How to Rent' guide pre-tenancy, and ensuring that this is continually updated in line with the most recent Government publications.

### **(Re-Lets)**

#### **Tenancy Set-up Fee**

£390 + VAT (£468 inc. VAT)

- ✓ Contribution towards the marketing package (*online advertising, digital marketing campaigns*).
- ✓ Arranging for the referencing for up to 3 tenants and 3 guarantors (*including assessments of affordability, credit history, previous landlord references, and employment status*). \*
- ✓ Confirming the tenants' right to rent prior to the start of the tenancy.
- ✓ Deposit administration, and lodging the Deposit with an approved scheme. \*\*
- ✓ Serving the tenants with prescribed information and Deposit certificate.
- ✓ Providing the tenant with a 'How to Rent' guide pre-tenancy, and ensuring that this is continually updated in line with the most recent Government publications.

*\*Any additional tenant and guarantor referencing charged at £65 +VAT (£78 inc VAT) per reference.*

### **Residential Tenancy Renewals**

£150 + VAT (£180 inc. VAT)\*

- ✓ Covers the cost of 3 tenants and 3 guarantors
- ✓ Agree terms of tenancy renewal.
- ✓ Arranging all tenancy administration, and issuing the relevant legal documentation.

*\*Introductory Only Service: Renewals are charged at a rate of £180 +VAT (£216 inc VAT)*

*\*Any additional tenant and guarantor referencing charged at £65 +VAT (£78 inc VAT) per reference.*

*\*\*Introductory Only Service: Deposits will be transferred directly to the landlord to register*

### **HMO Tenancy Renewals**

£240 + VAT (£288 inc. VAT)\*

- ✓ Covers the cost of 3 tenants and 3 guarantors
- ✓ Agree terms of tenancy renewal.
- ✓ Arranging all tenancy administration, and issuing the relevant legal documentation.

*\*Any additional tenant and guarantor referencing charged at £65 +VAT (£78 inc VAT) per reference.*