



Landlord Terms of Business

Service Level and Schedule of Charges – In each service level, each item ticked is available within that service. If the item is ticked and there is no Fee displayed, the item is included within the service at no additional cost. If there is a tick and a Fee displayed, the item is delivered within the service at the Fee displayed. If there is no tick for that service, but there is a displayed fee the item is not included within the service, and you will need to instruct the Agent, and the Agent would need to accept to carry out this item at the Fee displayed. If there is no tick and no fee, this item is not available.

All fees include VAT

Fully Managed

General Fees

Tenancy set up Deducted from the first months' rent received	£495.05
Tenancy set up Deducted from the first months' rent received Percentage of monthly rent	

Pre-Tenancy

Rental appraisal We will assess the letting potential of your property and suggest a realistic rental value. We will recommend any essential works required to achieve a quick let.	✓
Property marketing We will promote your property widely, including internet advertising and matching to applicants on our database. We'll write a description in language that appeals to renters and take photographs We'll also erect a 'To Let' board.	✓
Accompanied viewings and feedback We will accompany all viewings where possible, making sure that these are scheduled at times to suit if you are in residence, and provide honest feedback. We will showcase the features of your property to maximise its rental appeal.	✓
Tenant referencing We will assess applicants and guarantors by running identity checks, employment, income checks, fraud/default database checks, sanction checks and obtaining a credit score.	✓
Initial Right to Rent checks Prior to the commencement of the tenancy, we will check the official documents of all adults aged 18 years and over who will be residing at the property to confirm that they have the right to live in the UK	✓
Tenancy agreement We will draw up a professional tenancy agreement to suit the circumstances of the let.	✓
Energy Performance Certificate We will check if your property has a compliant Energy Performance Certificate (EPC), and we can arrange one on your behalf, as necessary, prior to starting to market.	✓ £120.00
Gas safety record We will have every gas appliance at the property (including LPG fired) checked at the start of the tenancy by a Gas Safe registered engineer unless one is already in place	✓ £120.00
Electrical testing We will arrange an Electrical Installation Condition Report if due and a Portable Appliance Test if required before the start of the tenancy, and we can arrange to carry out any essential work.	✓ £240.00

Fire and furnishings We will check the supplied furniture and furnishings to ensure that they are compliant with fire resistance regulations.	
Smoke alarms and carbon monoxide detectors We will check that the correct detectors are installed and that they are working at the start of every new tenancy.	 £75.00
Legionella risk assessment We will arrange a risk assessment. If a risk is identified, we can arrange essential works to minimise the risk to the tenant.	
Blinds and curtain safety We will organise any essential works so that arrangements for raising and lowering blinds and moving window curtains are compliant with safety regulations to minimise choking hazards.	

Start of tenancy	
Signing the agreement We will Make sure the Tenancy Agreement is signed. We will request the first payment of rent as cleared funds.	
Security deposit Where we take a security deposit, we will lodge it with a government approved scheme within the statutory time period. Even if you are taking and registering the deposit, we will provide your tenant with the prescribed information regarding how their money is being protected.	 £60.00
Inventory and Schedule of condition We will prepare an Inventory and Schedule of condition of the property at the start of every new tenancy which will include utility meter readings.	
Studio/1 bed*	£120.00
2 bed*	£130.00
3 bed*	£150.00
4 bed*	£180.00
5 bed*	£210.00
Additional fee, in addition to the above, if fully furnished	£20.00
Utilities We will manage the energy supply, council tax and water on a Tenant move in facilitated by a third party	
Check-in We will arrange a check-in to include key collection, signing of the Inventory, dealing with any documents relating to move in.	

During tenancy	
Rent payment and statements We will account to you for the rent received, less outgoings and our Fees, accompanied by a statement. We will always transfer the rent we receive into your account. We reserve the right to invoice you for our fees where rent is not	

paid.	
Rent Arrears We will inform you if the Tenant is in Arrears. Within 3 working days of the due date, we will chase the Tenant for payment of any Arrears. Arrears pursuit is limited to reminders and correspondence. Legal action requires your separate written instruction	✓
Rent review We will review the rent annually, to ensure it's appropriate to current market conditions.	✓ £120.00
Right to Rent re-check service Where required by law, we will carry out follow up checks of the official documents of all adults aged 18 years and over residing at the property to confirm that they continue to have the right to live in the UK.	✓
Regular property visits and reports We will arrange to visit the property and provide you with a full report of our visit. We will suggest essential maintenance or make other observations and recommendations, as necessary.	✓
Gas safety record renewal We will arrange for the annual gas safety inspection and record renewal.	✓ £120.00
Electrical Testing renewal We will arrange for the renewal of an EICR and record renewal	✓ £240.00
EPC renewal We will arrange for the renewal of an EPC (Energy Performance Certificate) if required and record renewal	✓ £120.00
Legionella Risk Assessment renewal We will arrange for a review of the Risk Assessment at the advisable time and advise of any risk	
Payment of contractors' invoices We will raise contractors' invoices in your name and settle them by deduction from rental income. Should the invoice exceed the rent income or rent is not received, we will ask for a pre-payment to hold on your account or send them to you for direct payment (per invoice)	✓
Rent Guarantee We will arrange a Rent and Legal Protection policy appropriate to each tenancy's circumstances. Further details of the applicable terms and conditions are attached at Schedule 2. If there is a charge in this row, the charge is Per month .	✓ 2.4%

End of tenancy	
Arranging deposit return At the end of the tenancy, where we hold the deposit, we will arrange for the return of the deposit less any agreed deductions.	✓

Check out inspection We will arrange to inspect and compile a schedule of condition at the end of the tenancy identifying items which fall outside of normal "wear and tear" and may form a claim against the tenant's security deposit.	 £120.00
Additional fee, in addition to the above, if fully furnished	£20.00 \$/show_add_fee
Damage dispute negotiation We will advise on the strength of any claim against the tenant's security deposit and will liaise between you and your tenant in the event of a dispute to negotiate an acceptable resolution.	 £60.00
Damage dispute adjudication If there is a dispute, we will refer the matter to the relevant deposit scheme for independent review. We will prepare relevant documentation for the adjudication process.	 £60.00
Utility switching Where we have completed a check out, we will notify the current energy supplier, local council tax authority and water supply. We may arrange an energy switch to a preferred supplier using a third-party provider. Details can be provided separately.	

Additional Charges	
Professional photography	
"Featured property" advertising	
Floor plan	
Video tour	
Professional Hourly Rate	 £60.00
Preparation of documents for dispute adjudication or court proceedings	 £120.00
Attendance at court	 £250.00

Early termination of management service with a sitting tenant	 £900.00
Administration fee for withdrawing from an offer of a tenancy	 £210.00
Provision of duplicate documents or statements	 £60.00
Cutting of keys (per key)	 £30.00
Management of major building works over £ (per invoice)	
Amending of Agreement due to Tenant Swap	 £210.00

Terms & Conditions Apply.