

# Our Lettings Service

## & Scale of Fees

We can offer you 3 levels of service:

### FULLY MANAGED FEES

INITIAL FINDING FEE	£478.80 INC VAT
MONTHLY MANAGEMENT FEE	10% + VAT
HOLDING DEPOSIT UNDER TDS	£30 INC VAT
INVENTORY PREPARATION*	£238.80 INC VAT
SUBSEQUENT RE-LET FEES	50% OF MONTHLY RENT (SUBJECT TO A MINIMUM FEE OF £238.80 INC VAT)
UPDATE INVENTORY UPON RE-LET*	£30 INC VAT
ADMINISTRATION OF NRL TAX RETURNS*	£150 PER ANNUM PLUS SCHEME COSTS
RE-DIRECTION OF MAIL OVERSEAS*	COST OF POSTAGE

### RENT COLLECT AND TENANT FIND ONLY

INITIAL FINDING FEE	£478.80 INC VAT
TENANT FIND AND RENT COLLECT MONTHLY FEE	8% + VAT
HOLDING DEPOSIT UNDER TDS	£60 INC VAT PER ANNUM
INVENTORY PREPARATION*	£238.80 INC VAT
SUBSEQUENT RE-LET FEES	50% OF MONTHLY RENT (SUBJECT TO A MINIMUM FEE OF £238.80 INC VAT)
UPDATE INVENTORY UPON RE-LET*	£30 INC VAT
ADMINISTRATION OF NRL TAX RETURNS*	£150 PER ANNUM PLUS SCHEME COSTS
RE-DIRECTION OF MAIL OVERSEAS*	COST OF POSTAGE

### TENANT FIND ONLY

FINDING FEE	1 MONTHS RENT + VAT
HOLDING DEPOSIT UNDER TDS**	£60 INC VAT PER ANNUM
INVENTORY PREPARATION**	£238.80 INC VAT
UPDATE INVENTORY UPON RE-LET**	£30 INC VAT
ISSUE NOTICE FOR SEEKING POSSESSION*	£120 INC VAT (PLUS ANY ADDITIONAL COSTS INCURRED)
ADMINISTRATION OF NRL TAX RETURNS*	£150 PER ANNUM PLUS SCHEME COSTS
RE-DIRECTION OF MAIL OVERSEAS*	COST OF POSTAGE

\*FEE IS ONLY APPLICABLE IF REQUIRED. \*\*PLEASE NOTE THAT WE SHALL ONLY HOLD THE DEPOSIT UNDER TDS SHOULD YOU CHOOSE TO INSTRUCT US TO UNDERTAKE AN INVENTORY ON THE PROPERTY

Please see the table below which shows what our 3 different levels of service can offer you:

	TENANT FIND ONLY	TENANT FIND & RENT COLLECT	FULLY MANAGED
FREE MARKET APPRAISAL	✓	✓	✓
ADVERTISING (INCLUDES INTERNET AND LOCAL NEWSPAPER)	✓	✓	✓
ACCOMPANY VIEWINGS	✓	✓	✓
REFERENCE PROSPECTIVE TENANT(S)	✓	✓	✓
PREPARE TENANCY AGREEMENT	✓	✓	✓
PREPARE INVENTORY (IF REQUIRED - PLEASE SEE SCALE OF FEES)	✓	✓	✓
UNDERTAKE EPC (IF REQUIRE - PLEASE SEE SCALE OF FEES)	✓	✓	✓
COLLECT FIRST MONTHS RENT & DEPOSIT	✓	✓	✓
INFORM UTILITIES OF TENANTS OCCUPATION	✓	✓	✓
MONTHLY RENT COLLECTION		✓	✓
MONTHLY LANDLORD STATEMENTS SENT BY EMAIL		✓	✓
HOLDING OF DEPOSITS UNDER TDS (ONLY IF AN INVENTORY IS UNDERTAKEN)	✓	✓	✓
INTERIM PROPERTY VISITS			✓
CO-ORDINATION OF ANY MAINTENANCE			✓
ARRANGE ANNUAL GAS SAFETY (ADDITIONAL CONTRACTORS CHARGE)			✓
FINAL TENANCY INSPECTION			✓
NEGOTIATING DEPOSIT RELEASE			✓
SERVING NOTICES (FOR POSSESSION OR RENT REVIEW)		✓	✓