

Levels of service

RESIDENTIAL LETTINGS

Key

- = included in service level
- ⊕ = included in service level at additional costs

	Tenant Find 12% inc VAT of the first 6 months' rent (Minimum fee £540 inc VAT)	Rent Collection 9.6% inc VAT of gross rent collected (£186 inc VAT setup fee)	Full Management 10%+ VAT of gross rent collected (£186 inc VAT setup fee)	Executive 16.8% inc VAT of gross rent collected (£114 inc VAT setup fee)
Free rental appraisal	■	■	■	■
Accompanied viewings	■	■	■	■
Online advertising and marketing plan: Rightmove / company website	■	■	■	■
Tenant referencing	■	■	■	■
Right to Rent checks	■	■	■	■
Tenancy agreement	■	■	■	■
Deposit Protection Facility ²	⊕	■	■	■
Energy Performance Certificate (EPC) ²	⊕	⊕	⊕	⊕
Gas Safety Certificate ²	⊕	⊕	⊕	⊕
Professional schedule of condition / inventory ¹	⊕	⊕	⊕	■
Legionella risk assessment report ²	⊕	⊕	⊕	■
Monthly landlord statements		■	■	■
Renewals / Rent reviews		⊕	⊕	■
Annual income and expenditure reports (on request)		■	■	■
Rent arrears and recovery		■	■	■
Serve all legal notices (not including Section 8)		■	■	■
Tenant checkout service and report ²		⊕	⊕	■
Deposit reconciliation		■	■	■
Property maintenance / online troubleshoot and reporting system for tenants			■	■
Property inspections and report			■	■
Arranging wear and tear / damage remedial work			■	■
Rent & legal protection ²		⊕	⊕	⊕

Extra Costs Breakdown (all costs inclusive of VAT @ 20%)

1 Professional Schedule of Condition / Inventory & check-out reports			2 Miscellaneous	
No of Bedrooms	Inventory	Check-out	Item	Cost
Studio	£72.00	£80.00	Renewal Fee	£72.00
1 Bedroom	£96.00	£105.00	TDS (The Dispute Service) Deposit Dispute Management Time (if applicable)	£90.00
2 Bedroom	£132.00	£145.00	EPC	£120.00
3 Bedroom	£162.00	£178.00	Gas Safety Certificate	£72.00
4 Bedroom	£192.00	£211.00	Deposit Protection Facility	£42.00
5 Bedroom	£216.00	£237.00	Legionella risk assessment report	£96.00
6 Bedroom	£240.00	£264.00	Rent & legal protection for 12 months per tenancy	£250.00

Additional 30% for furnished properties