



ocean

lettings & management



Licensed member
www.arla.co.uk



Client money
protection by: ARLA



Independent Redress
provided by: TPOs

Fees to Landlords

	Complete Management+ 16.2%* including VAT (min £99.60 incl. VAT)	Complete Management 15%* including VAT (min £90 incl. VAT)	Complete Letting+ 9.6%* including VAT (min £76.80 incl. VAT)	Complete Letting 8.4%* including VAT (min £67.20 incl. VAT)	Just Letting 60%** including VAT (min £540 incl. VAT)
Rental appraisal of your property	✓	✓	✓	✓	✓
Marketing your property and viewings	✓	✓	✓	✓	✓
Tenant interviewing and selection	✓	✓	✓	✓	✓
Full tenant referencing	✓	✓	✓	✓	✓
Full guarantor referencing/obtaining guarantee (if applicable)	✓	✓	✓	✓	✓
Co-ordination/negotiating of the let to your requirements	✓	✓	✓	✓	✓
Ensuring legal requirements are met	✓	✓	✓	✓	✓
Preparation of the agreement and standing order	✓	✓	✓	✓	✓
Collection of first month's rent and dilapidation deposit and transfer into your account after any deductions	✓	✓	✓	✓	✓
On-going monthly transfer of rental to nominated account (normally within 3–4 working days of receiving cleared funds)	✓	✓	✓	✓	
Sending your detailed monthly statement of account	✓	✓	✓	✓	
Sending copies of your statements to your accountant or solicitor	✓	✓	✓	✓	
Holding dilapidation deposit in client bonded account	✓	✓	✓	✓	
Liaising with tenants if there are any late rental payments and pursuing guarantors if necessary	✓	✓	✓	✓	
Negotiating extensions of tenancy, in line with your instructions	✓	✓	✓	✓	
On-going legal co-ordination of tenancy	✓	✓	✓	✓	
Checking in new tenants to the property	✓	✓	£150 including VAT	£150 including VAT	£150 including VAT
Notifying utilities of new occupants and the meter readings	✓	✓			
Mid-term property visit	✓	✓			
Point of contact for tenants regarding maintenance issues	✓	✓			
Liaising with other organisations, e.g. block management company	✓	✓			
Dealing with maintenance issues	✓	✓			
Checking out of tenants at the conclusion of tenancy	✓	✓	£150 including VAT	£150 including VAT	£150 including VAT
Liaising with you about dilapidation issues	✓	✓			
Legal indemnity insurance: • £50,000 indemnity cover • No excess	✓		✓		
Rental protection insurance: • £5,000pcm rental cover	✓		✓		
Inventory preparation	£POA	£POA	£POA	£POA	£POA
Energy Performance Certificate	£90 including VAT	£90 including VAT	£90 including VAT	£90 including VAT	£90 including VAT
Placement of deposit within TDS (The Dispute Service) as required by Housing Act 2004	£102 including VAT	£102 including VAT	£102 including VAT	£102 including VAT	£102 including VAT

* % of the gross Rent, premium or other money payable throughout the initial fixed Term and any continuation, extension or renewal of it whether fixed Term or periodic whether or not we are instructed to act on your behalf. ** % of the first month's rent.