

IS AN ARLA LICENSED MEMBER
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CLIENT MONEY PROTECTION
(CMP) PROVIDED BY: ARLA



INDEPENDENT REDRESS
PROVIDED BY: TPOs



LEVEL OF SERVICE OFFERED (All fees subject to VAT at current rate):

TENANT FIND:

FEES : Tenancy set up fee - 3 WEEKS RENT (plus vat)

INCLUDES:

- Agree market rent and find a tenant in accordance with the landlord guidelines
- Advise on refurbishment
- Provide guidance on compliance with statutory provisions and letting consents
- Carry out accompanied viewings (as appropriate)
- Market the property and advertise on relevant portals
- Erect board outside property in accordance with Town and Country Planning Act 1990
- Advise on non- resident tax status and HMRC (if relevant)
- Obtaining references
- Organising signing of documents for new tenancy
- Collect and remit initial month's rent received
- Collect Security Deposit
- Provide tenant with method of payment
- Agree collection of any shortfall and payment method

RENT COLLECTION:

FEES : Tenancy set up fee - 2 WEEKS RENT then 7% monthly (plus vat)

INCLUDES:

- Services included in Tenant Find service (above)

PLUS:

- Preparation and signing of Tenancy Agreement for new tenancy
- Negotiate renewals and extensions
- Deduct commission and other works
- Registering deposit with approved scheme for new tenancy
- Collect & remit monthly rent received
- Pursue non-payment of rent and provide advice on rent arrears action

FULLY MANAGED:

FEES: Tenancy Setup fee - 2 WEEKS RENT then 10% monthly (plus vat)

INCLUDES:

- Services included in the tenant find and rent collection sections (above)

PLUS:

- Pay authorised bills
- Undertake property visits and notify outcome
- Arrange routine repairs and instruct approved contractors
- Hold keys throughout the tenancy term

"Additional non-operational fees and charges (irrespective of level of service)"

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