

## MARKETING, TENANT SELECTION & MANAGEMENT

FULLY MANAGED SERVICE	FEE	TOTAL INC VAT
<p><b>MARKETING</b></p> <ul style="list-style-type: none"> <li>✓ <b>Market appraisal</b> of the property and advice regarding market condition.</li> <li>✓ Guidance on presentation of property for marketing purposes, including advice on furnishings and décor.</li> <li>✓ Information on Landlord compliance and various safety regulations.</li> <li>✓ Professional internal and external <b>photography</b>.</li> <li>✓ <b>Digital marketing</b> through key property portal websites and various social media.</li> <li>✓ <b>Feature Property</b> or <b>Premium Listing</b> on <a href="http://www.rightmove.co.uk">www.rightmove.co.uk</a>.</li> <li>✓ Promotion through appropriate local <b>newspapers, lifestyle magazines</b> and <b>publications</b>.</li> <li>✓ Prominent shop front <b>window display card</b> in Leicester, Market Harborough or Oakham.</li> <li>✓ <b>For Let board</b> outside the property.</li> </ul> <p><b>TENANT SELECTION</b></p> <ul style="list-style-type: none"> <li>✓ <b>Interview</b> prospective Tenants.</li> <li>✓ Arranging and conducting <b>accompanied viewings</b>, (Monday to Saturday).</li> <li>✓ Regular <b>updates</b> and <b>viewing reports</b> where applicable.</li> <li>✓ <b>Referencing</b> prospective Tenants including credit report, income confirmation, employer and Landlord references.</li> <li>✓ <b>Right to rent</b> checks.</li> <li>✓ Negotiate mutually acceptable terms of lease with the Tenant on behalf of the Landlord.</li> <li>✓ <b>Key handling service</b> including cutting additional sets of keys if required.</li> <li>✓ Preparation and witnessed signing of the <b>Assured Shorthold Tenancy Agreement (AST)</b> for a minimum period of six or twelve months, in accordance with current law.</li> <li>✓ Advising on and ensuring compliance with the <b>Gas Safety</b> (Installation and Use) Regulations 1888 with regard to the inspection, maintenance, and keeping of records in respect of gas appliances in tenanted premises.</li> <li>✓ Arranging the installation of <b>smoke alarms</b> and <b>carbon monoxide alarms</b>.</li> <li>✓ Advising on and ensuring compliance with the <b>Electrical</b> Equipment (Safety) Regulations 1994 and other relevant legislation with regard to the condition and safety of electrical equipment and appliances.</li> <li>✓ Advising on and ensuring compliance for a risk assessment to be undertaken to determine the risk of <b>Legionella</b>.</li> <li>✓ Advising on and ensuring compliance with the <b>Furniture and Furnishings</b> (Fire) (Safety) Regulations 1988 (amended 1989, 1993 &amp; 1996) with regard to minimum fire-resistant standards.</li> <li>✓ Advising on and assisting in the transfer of <b>utility service accounts</b>.</li> <li>✓ <b>Zero Deposit</b> option for Tenants.</li> <li>✓ Comprehensive range of <b>rent guarantee</b> and Landlord insurance products.</li> </ul>	<p>One Month's Rent <i>plus</i> VAT</p> <p><i>The fee may be split over a maximum of 3 month's rental income with Full Management Service.</i></p>	

<p><b>RENT COLLECTION &amp; MANANGEMENT COMMISSION FEE</b></p> <ul style="list-style-type: none"> <li>✓ <b>Smoke alarm</b> and <b>carbon monoxide testing</b>, prior to the commencement of the Tenancy.</li> <li>✓ Tenant <b>deposit collection</b> and <b>registration</b> under the Tenancy Deposit Scheme for the duration of the Tenancy.</li> <li>✓ Continuous <b>property management</b> and first point of contact for all Tenant queries and maintenance issues.</li> <li>✓ <b>Monthly rent collection</b>. Rental payments are received and transferred to the Landlord less the agreed fees and relevant deductions for maintenance work.</li> <li>✓ Tenant <b>standing order management</b> on the specified dates agreed under the AST (normally on a monthly basis).</li> <li>✓ Detailed <b>monthly statements</b> are prepared and e-mailed in accordance with payment dates.</li> <li>✓ <b>Debt management</b> service.</li> <li>✓ Taking appropriate action in the event of any breach of condition of the agreement in an effort to remedy the situation.</li> <li>✓ <b>Rent reviews</b> as agreed with the Landlord including serving of relevant Notices.</li> <li>✓ Professional <b>Inventory</b> and schedule of condition report.</li> <li>✓ Inspecting the property periodically to ensure compliance with the terms of the Tenancy agreement and any other relevant legislation.</li> <li>✓ Property <b>interim inspections</b> completed with detailed Landlord reports.</li> <li>✓ Arranging <b>maintenance work</b>, subject to Landlord approval, obtaining quotations and liaising with Tenants.</li> <li>✓ Assisting with insurance claims and obtaining quotations.</li> <li>✓ Arranging Surveyor access on behalf the Landlord for Buy-to-Let Mortgages.</li> <li>✓ Liaising with the Tenant on a routine basis, arranging renewals of the agreement or check-outs, re-advertising and re-letting to new Tenants, as appropriate.</li> <li>✓ Administer the return of the Tenant security deposit. Propose any reasonable deductions, negotiate and settle any damages and reimbursements as agreed between the Landlord and the Tenant.</li> <li>✓ End of Tenancy <b>check out report</b>.</li> <li>✓ Proactive re-letting of the property at the end of the Tenancy.</li> </ul>	<p>8% - 12% <i>plus</i> VAT</p>	<p>9.6% - 14.4%</p>
<p><b>TAKE-OVER MANAGEMENT FEE</b></p> <p>For a takeover of management service from your current letting agent to include:</p> <ul style="list-style-type: none"> <li>✓ Property visit.</li> <li>✓ Information on Landlord compliance and various safety regulations.</li> <li>✓ Register the Deposit with TDS and issue the new certificate to the Tenant.</li> <li>✓ Negotiate the new terms of the Lease with the Landlord and the Tenant.</li> <li>✓ Rent review in line with current market rent and property condition.</li> <li>✓ Prepare the new Assured Shorthold Tenancy Agreement (AST).</li> <li>✓ Complete the Tenant 'Right to Rent' checks.</li> <li>✓ Witnessed signing of the new Tenancy paperwork with the Tenant on behalf of the Landlord.</li> <li>✓ Re-issue the Gas Safety Certificate to the Tenant, if applicable.</li> <li>✓ Re-issue the Energy Performance Certificate to the Tenant, if applicable.</li> <li>✓ Re-issue the 'How To Rent' booklet to the Tenant, if applicable.</li> </ul>	<p>£299 <i>plus</i> VAT</p> <p>FREE with Full Management Service</p>	<p>£358.80</p>

<p><b>INVENTORY FEE</b></p> <p>Professional Inventory and schedule of condition report completed by an impartial third-party Inventory company.</p> <p>The property inventory is a catalogue of the property along with all fixtures, furnishings and contents, (including kitchen white goods, light fittings, curtains, furniture, garden equipment, etc.). It records the condition of the property and any items that are included within the tenancy at the time when it is let. The condition of the property is supported by high quality digital photographs showing the condition of everything from carpets and curtains to paintwork and furnishings.</p> <p>The property inventory is very important as this forms part of the legally binding tenancy agreement between the Tenant and the Landlord. The main advantage of a comprehensive property inventory is that it helps to settle any discrepancies and avoid disputes between the Tenant and Landlord at the end of the tenancy agreement.</p>	<p>£150 <i>plus</i> VAT</p> <p>FREE with Full Management Service</p>	<p>£180</p>
<p><b>AST RENEWAL FEE</b></p> <p>To assure security of tenure we liaise with both the Landlord and the Tenant at the end of the initial fixed term in order to extend the Tenancy.</p> <ul style="list-style-type: none"> <li>✓ Negotiate the new terms of the Lease with the Landlord and the Tenant.</li> <li>✓ Rent review in line with current market rent and property condition.</li> <li>✓ Prepare the new Assured Shorthold Tenancy Agreement (AST).</li> <li>✓ Complete the Tenant 'Right to Rent' checks.</li> <li>✓ Re-register the Deposit with TDS and issue the new certificate to the Tenant.</li> <li>✓ Witnessed signing of the new Tenancy paperwork with the Tenant on behalf of the Landlord.</li> <li>✓ Re-issue the Gas Safety Certificate to the Tenant, if applicable.</li> <li>✓ Re-issue the Energy Performance Certificate to the Tenant, if applicable.</li> <li>✓ Re-issue the 'How To Rent' booklet to the Tenant, if applicable.</li> </ul>	<p>£199 <i>plus</i> VAT</p>	<p>£238.80</p>
<p><b>DEPOSIT PROTECTION &amp; REGISTRATION FEE</b></p> <p>Chargeable every 12 months or part thereof on the Tenancy anniversary date.</p> <p>If a Tenant pays a deposit in connection with an Assured Shorthold Tenancy ("AST") the deposit must, from the moment it is received, be dealt with in accordance with a government-authorised tenancy deposit protection scheme.</p> <p>James Sellicks Lettings is a member of the Tenancy Deposit Scheme, which is a government-authorised tenancy deposit protection scheme.</p> <p>James Sellicks Lettings will serve the prescribed information and comply with the initial requirements of the Tenancy Deposit Scheme on your behalf, unless you give us prior written instructions to the contrary before we receive the deposit.</p> <p>At the end of an AST we will liaise with you to ascertain what (if any) deductions you propose to make from the deposit. Once you and the Tenant have agreed how the deposit should be allocated, we will ask you both to confirm the agreement in writing. We will then pay the deposit according to what you have agreed, within 10 days of receiving confirmation of agreement from you and the Tenant. If you have joint Tenants, all of them must agree.</p>	<p>£75 <i>plus</i> VAT every 12 months</p> <p>FREE with Full Management Service</p>	<p>£90 every 12 months</p> <p>FREE with Full Management Service</p>

<p><b>PERIODIC TENANCY ARRANGEMENT FEE</b></p> <p>Administration and agreement for the Tenancy to be continued on a periodic basis following the end of the fixed term agreement, in the event a renewal AST has not been agreed.</p> <ul style="list-style-type: none"> <li>✓ Rent review in line with current market rent and property condition.</li> <li>✓ Re-register the Deposit with TDS and issue the new certificate to the Tenant.</li> <li>✓ Re-issue the Gas Safety Certificate to the Tenant, if applicable.</li> <li>✓ Re-issue the Energy Performance Certificate to the Tenant, if applicable.</li> <li>✓ Re-issue the 'How To Rent' booklet to the Tenant, if applicable.</li> </ul>	<p>£60 <i>plus</i> VAT</p>	<p>£72</p>
<p><b>CHECK OUT FEE</b></p> <ul style="list-style-type: none"> <li>✓ Agree the lease expiry date between the Landlord and the Tenant.</li> <li>✓ Arranging an appointment for the closing inspection to be completed on behalf of the Landlord.</li> <li>✓ End of Tenancy check out report completed by an impartial third-party Inventory company.</li> <li>✓ Propose any reasonable deductions, negotiate and settle any damages and reimbursements as agreed between the Landlord and the Tenant.</li> <li>✓ Administer the return of the Tenant security deposit.</li> <li>✓ End the Tenancy and update TDS.</li> </ul>	<p>£150 <i>plus</i> VAT</p> <p>Or</p> <p>FREE with Full Management Service</p>	<p>£180</p> <p>Or</p> <p>FREE with Full Management Service</p>
<p><b>ARRANGEMENT FEE FOR BUILDING WORKS</b></p> <p>A fee of 10% plus VAT of the invoice will be charged (other than for routine minor repairs under £500) in respect of arranging the works, assessing the costs with the contractors, ensuring all works have been carried out in accordance with the specification, processing the payment and retaining any warrantee or guarantee.</p>	<p>10% of invoice <i>plus</i> VAT</p>	
<p><b>NON-RESIDENT LANDLORD FEE</b></p> <p>If you will be residing overseas during the term of the tenancy there will be a 20% overseas Landlord tax deduction from your rental income as stated by HM Revenue &amp; Customs. James Sellicks Lettings will remit and balance the financial return to HMRC on a quarterly basis, to include the annual submission and respond to any specific queries in relation to the return from the Landlord or HMRC.</p>	<p>£75 <i>plus</i> VAT per annum</p>	<p>£90 per annum</p>

## OPTIONAL SERVICES

<p><b>TAX STATEMENT</b></p> <p>Detailed annual property statement for Landlord tax returns.</p>	<p>£65 <i>plus</i> VAT</p>	<p>£78</p>
<p><b>EPC &amp; FLOORPLAN</b></p> <p>It is a legal requirement to have a valid EPC prior to marketing your property available to let.</p> <p>James Sellicks Lettings will instruct a certified energy assessor to carry out an Energy Performance Certificate and Floorplan.</p> <p>From 1st April 2020 it will be unlawful to rent a property which breaches the requirement for a minimum E rating, unless there is an applicable exemption.</p>	<p>£99 <i>plus</i> VAT</p>	<p>£118.80</p>
<p><b>GAS SAFETY CERTIFICATE</b></p> <p>By law it is necessary for Landlord's to carry out an annual inspection and service for the central heating system and any gas appliances - Gas Safety (Installation and Use) Regulations 1988.</p> <p>James Sellicks Lettings will appoint a Gas Safe Engineer to carry these out on the Landlord's behalf and administer the necessary maintenance records and retain the certificate.</p>	<p>£99 <i>plus</i> VAT</p>	<p>£118.80</p>
<p><b>LEGIONELLA RISK ASSESSMENT</b></p> <p>All residential properties which are rented out must have a risk assessment undertaken to determine the risk of Legionella, which then allows Landlords to implement a suitable control scheme.</p> <p>James Sellicks Lettings will instruct for a risk assessment to be undertaken to determine the risk of Legionella.</p>	<p>£99 <i>plus</i> VAT</p>	<p>£118.80</p>
<p><b>PAT &amp; ELECTRICAL TESTING</b></p> <p>(1 x consumer unit consisting of a maximum of 10 x circuits to be tested)</p> <p>The Landlord is required by law under The Landlord and Tenant Act 1985 to check the electrical installations and equipment prior to the property being let and to ensure that the electrical installation is maintained in a safe condition throughout the tenancy.</p> <p>Portable Appliance Test (PAT) are required if the appliances are provided by the Landlord.</p> <p>James Sellicks Lettings will appoint an EICR qualified engineer to carry out PAT testing or an electrical safety inspection and certificate on the Landlord's behalf and administer the necessary maintenance records.</p>	<p>£199 <i>plus</i> VAT</p>	<p>£238.80</p>



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