

# Residential Lettings and Management – Services and Fees

*Fees are inclusive of VAT unless stated otherwise. All fees remain payable for the duration of the Tenancy.*

	Let Only	Let & Rent Collection	Fully Managed
<b>FEE</b>	<b>9.6%</b>	<b>12%</b>	<b>18%</b>
Market the Property and conduct viewings	✓	✓	✓
Report offers to the Landlord	✓	✓	✓
Arrange tenant referencing (per Tenant)	£60	£60	✓
Negotiate tenancy terms	✓	✓	✓
Carry out Right to Rent checks at start of Tenancy	✓	✓	✓
Prepare and arrange signature of the tenancy agreement	✓	✓	✓
Cost per Inventory Check (subject to no. of bedrooms)	£180-320	£180-320	£180-320
Serve prescribed information at start of Tenancy	✓	✓	✓
Collect and protect the Deposit	£60	£60	✓
Negotiate Rent Review and serve section 13 Notice	£300	£300	✓
Collect Rent as the Landlord's agent		✓	✓
NRL quarterly tax submission and end of year certificate		£240	✓
Remit Rent to the Landlord after deducting Fees		✓	✓
Provide statements including tax year report		✓	✓
Notify and chase Rent arrears by correspondence only		✓	✓
Act as the Tenant's main point of contact			✓
Conduct periodic inspections			✓
Arrange day-to-day repairs within agreed limits			✓
Respond to emergencies			✓
Arrange safety checks			✓
Manage the Deposit return process			✓
Court Attendance for Possession Proceedings			✓
Refurbishment Works (as % of project value)			From 10%
Vacant Property Management (per month)			£120
Common Part Management (per unit / year)			£600