

Managed Service Options

	Let & Rent Collection One month's rent inc VAT (with a minimum of £420 inc VAT) & 6% (minimum fee of £35/month)	Fully Managed £360 inc VAT & 12% (minimum fee of £50/month)
Market Appraisal	Y	Y
Marketing Details & Photos Prepared	Y	Y
Property Marketing	Y	Y
Handling Enquiries	Y	Y
Arrange Property Viewings	Y	Y
Accompanied Property Viewings	Y	Y
Offer Negotiation	Y	Y
Complete Right To Rent Check	Y	Y
Applicant Referencing	Y	Y
Move In Scheduling of New Tenancy	Y	Y
Preparation Of Assured Shorthold Tenancy (AST)	Y	Y
Prepare Schedule of Conditions and Inventory Report with meter readings	(From £96 inc VAT)	(From £96 inc VAT)
Administer Signing of AST	Y	Y
Administer Signing of Inventory Report	Y	Y
Issue Gas Safety Certificate	Y	Y
Issue EICR	Y	Y
Issue EPC	Y	Y
Issue How To Rent Guide	Y	Y
Issue Deposit Prescribed Information (TDS)	Y	Y
Issue Deposit Terms & Conditions	Y	Y
Collect the Tenancy Deposit	Y	Y
Register Tenancy Deposit (TDS)	Y	Y
Notify Utilities (Gas, Elec, Water)	Y	Y
Notify Council Tax	Y	Y
Collect Rental Payments	Y	Y
Process Landlord Rent Payments	Y	Y
Produce Monthly Landlord Statements	Y	Y

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Non Resident Landlord (NRL) Statement	Y	Y
Chase Tenancy Arrears	Y	Y
Interim Property Inspections	N	Y
Provide Landlord with Property Inspection Reports	N	Y
Arrange Gas Safety Renewal	N	Y
Arrange EPC Renewal	N	Y
Arrange EICR Renewal	N	Y
Arrange Legionnaires Renewal	N	Y
Tenancy Maintenance Log	N	Y
Process Maintenance Issues	N	Y
Settle Contractor Invoices	N	Y
Provide Landlord a Copy of Contractor Invoices	N	Y
Tenancy Renewal Notices	N	Y
Tenancy Renewal/Rent Review		£90 inc VAT
Issue Tenancy Notices	N	N
Annual Rent Reviews	N	Y
Receipt of Tenant Vacation Notice	Y	Y
Administer Signing of Tenant Vacation Letter	Y	Y
Conduct Final Inspection	Y	£84 inc VAT
Key Return Record	Y	Y
Produce Final Inspection Report	Y	Y
Deposit Return Negotiation	Y	Y
Deposit Contractor Quotations	N	Y
Deposit Works Arrangement	N	Y
Deposit Dispute Submission of Evidence	N	N
Court Attendance	N	N
Monthly Rent Guarantee Insurance (included unless given instruction to opt-out)	£30 per month inc VAT	£30 per month inc VAT

Y -Included

N -Not Included

Where 'N' is shown items can be added to the service package and charged accordingly. Item fees are noted within the selected Terms of Business.