

<u>Landlord Service</u>	<u>LET ONLY 18/19</u>	<u>MANAGED 18/19</u>
Package Start Up Cost	£550 + VAT	10% of Rental Income plus VAT
Free Property Appraisal	Included	Included
LetSU Website Listing	Included	Included
Photography	POA	POA
Accompanied Viewings	Included	Included
To Let Board	£30+ VAT	Included
Tenancy Negotiation	Included	Included
Deposit Collection	Included	Included
Deposit Protection	N / A	Included
Draw up Tenancy Agreements	Included	Included
Notify Utilities of Tenancy	Landlord Responsibility	Landlord Responsibility
Notify Council Tax Department of Tenancy	N / A	Included
Guarantor Reference Checks	Included	Included
Tenant Right to Rent Checks	£10.50+ VAT per tenant	£10.50+ VAT per tenant
Pre-Tenancy Property Risk Assessment	Included (Further visits £20+ VAT)	Included (Further visits £20+ VAT)
Inventory Service (by accredited clerk)	N / A	POA
Collection of First Month's Rent	Included	Included
Collection of Rent (for the full tenancy term)	1.5% + VAT if whole year (In addition)	Included
Providing Tenant Information Pack	N / A	Included
Monthly Inspections and Reports to Landlord	N / A	Included
Chasing Rent Arrears	N / A	Included
Arranging Maintenance Repairs	N / A	Included
Maintenance Repairs Budget up to £300 per year (at our discretion)	N / A	20% + VAT contractor arrangement fee if in excess of £300
24 Hour Helpline for Tenants	N / A	Included
Primary Contact for Tenants	N / A	Included
Serve Legal Notices (Section 21's etc.)	£30 + VAT	Included
End of Tenancy Process (including key returns)	N / A	Included
Checkout Service (by accredited clerk)	N / A	Included
Negotiate Deposit Returns	N / A	Fees may apply
Attendance for delivery / insurance appointment incl Home Care etc	N / A	£20 + Vat Per hour
Annual Fire Risk Assessment (by qualified assessor) - first visit	POA (15% arrangement fee)	POA
Annual Fire Risk Assessment (by qualified assessor) - review visit	POA (15% arrangement fee)	POA
Renewal of Gas Safety Certificate	POA (15% arrangement fee)	POA
Renewal of Portable Appliance Testing*	POA (15% arrangement fee)	POA
Renewal of Fire Alarm Service Certificate**	POA (15% arrangement fee)	POA
Renewal of Emergency Lighting Certificate**	POA (15% arrangement fee)	POA
Legionella Risk Assessment (required annually)	POA (15% arrangement fee)	POA
Summer / Vacant Management fee***	N / A	£100 + VAT
Summer works (Only if opting in to Summer/Vacant management fee)	N / A	Included in summer/vacant management fee only
Cancellation fee	£400 + VAT and refund of Tenant Admin fee	£400 + VAT and refund of Tenant Admin fee

Notes

- * Cost Depends on number of appliance
- ** Cost depends on Grade of Fire Alarm
- *** Summer / Vacant Management fee -
Must have secured Tenancy for coming
September