

Our fully managed service means that **we will take care of everything** related to your HMO. We will find you the right tenant, collect your rent and deal with any property related emergencies 24 hours a day. We understand how important it is to do regular inspections and to keep your property in good condition. We even co-ordinate communal cleaning and gardening for you.

### Our Fully Managed service includes:

- Free initial consultation to establish the best room rental rates and how to market your HMO
- Marketing your property on the best websites including specialist room rental websites
- Arranging and undertaking viewings at times that suit tenants
- Tenant interviewing and selection to ensure a good fit for the house
- Full tenant referencing, credit and right to rent checks
- Full guarantor referencing and obtaining guarantee (if applicable)
- Preparation and signing of the Tenancy Agreement
- Standard photographic room Inventory
- Issuing all prescribed documentation ensuring legal requirements are met
- Lodging of tenant deposits with the Deposit Protection Service (DPS)
- Check-in and check-out of tenants
- Ongoing collection of monthly rent with chasing of late rent payments
- Monthly statement of rent received and transfer into your account
- Periodic Inspections with full photographic records
- Emergency out of hours service
- Organising maintenance and repairs - No fees added
- Organising required safety certificates and EPC's
- Organising of cleaning and gardening where required
- Annual rent reviews and tenancy renewals - no extra charges

**All of the above services are included for the below charges - no hidden extras or add-ons:**

	Excluding Vat	Including Vat
Management fee	13.6% of rent collected	16.3% of rent collected
Tenant find fee	£365	£438

All tenant and client money is fully protected by our Client Money Protection Insurance and membership of UKALA. We are also members of the National Residential Landlords Association.

Our prices for safety checks and additional services for Fully Managed Landlords are below:

	Excluding Vat	Including Vat
Professional photo and video package	Quoted per property	Quoted per property
Set up & property audit admin fee	£199	£238.80
Landlords Safety and compliance checks including Gas Safety, Boiler Servicing, PAT testing, Legionella's Risk assessment, Fire Alarm testing, Electrical Installation certification and EPCs	From £60 - see Safety & Compliance price list	From £72 - see Safety & Compliance price list
Arrangement fees for works/refurbishment over £500	10% of works	12% of works
Additional property visits & services including surveyor visits, council licensing & inspections.	£50 per hour	£60 per hour
Serving Section 21 & Section 8 Notice of Eviction	£150	£180