

Our fully managed service means that **we will take care of everything** related to your HMO. We will find you the right tenants, 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:

- A **Free** initial consultation to establish the best room rental rates and how to market your HMO
- Property take-on assessment and letting report to include a full HMO Fire Risk Assessment, and servicing, testing and certification of fire alarm systems to ensure your house meets all legal and local authority requirements and is ready to let

Finding you professional Tenants:

- Marketing your property on the best websites including specialist room rental websites
- Arranging and undertaking viewings at times that suit prospective 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 a guarantee Agreement (if applicable)
- Preparation and signing of the Tenancy Agreement
- Issuing all prescribed documentation ensuring legal requirements are met
- Lodging of tenant deposits with the Deposit Protection Service (DPS)
- Standard photographic room Inventory
- Check-in and check-out of tenants

Ongoing Full Management:

- Your own Property Manager who knows and manages everything to do with your property
- Setting up tenant direct debits and ongoing collection of monthly rent
- Arrears management with any late rent payments chased with Tenants (and Guarantors if applicable)
- Monthly statement of rent received, any maintenance deductions and transfer into your account
- Assisting tenants to set-up and manage the house utility bills and council tax
- Periodic Inspections with full photographic records and required maintenance actions
- A Tenant App for tenants to report maintenance, submit photos and liaise with their property manager
- Emergency 24/7 out of hours service for tenants
- Organising all maintenance and repairs needed - No fees added
- Organising all required gas and electrical safety certificates, routine fire alarm checks and EPC's
- Organising house bin rotas, cleaning and gardening where required
- 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.

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

	Excluding Vat	Including Vat
Property take-on fee including a full Fire Risk Assessment and servicing, testing and certification of fire alarm systems plus a property take-on lettings report	£484 for larger HMOs with Grade A system £404 for smaller HMOs with Grade D system <i>charged once only</i>	£580.80 for larger HMOs with Grade A system £484.80 for smaller HMOs with Grade D system <i>charged once only</i>
Monthly Management fee	13.6% of rent collected	16.3% of rent collected
New Tenant find fee	£365	£438

Our prices for Safety checks and **additional services** for our Fully Managed Landlords are below:

	Excluding Vat	Including Vat
Professional photo and video package	Quoted per property	Quoted per property
Admin set-up fee to take over an already tenanted property	£300	£360
Guarantor referencing (if applicable)	£25 per Guarantor	£30 per Guarantor
Landlords Safety and Compliance checks including Gas Safety, PAT testing, Legionella's Risk assessment, Fire Risk Assessments & Fire Alarm testing, Electrical Installation safety checks and EPCs	From £70 - see Safety & Compliance price list	From £84 - see Safety & Compliance price list
Arrangement fees for works/refurbishment over £1,000	10% of works	12% of works
Annual Tenant Rent Increases	£45 per tenancy	£54 per tenancy
HMO, Additional & Selective Licence Applications (<i>once every 5 years</i>)	£125	£150
Additional property visits & services including surveyor visits and council inspections	£50 per hour for time spent	£60 per hour for time spent
Serving Section 21 & Section 8 Notice of Eviction	£150	£180

For any other services not listed above, please ask and we'll do our best to help.