

Single Let Fully Managed Service & Fees

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

Our Fully Managed service includes:

- A **Free** initial consultation to establish the best rental rates and how to market your property
- Property take-on assessment and lettings inspection report, including all set-up items to ensure your property meets all legal and local authority requirements and is ready to let

Finding you professional Tenants:

- Marketing your property on the best websites
- Arranging and undertaking viewings at times that suit prospective tenants
- Tenant interviewing and selection to ensure a good fit for your property
- Full tenant referencing, credit and right to rent checks
- Full guarantor referencing and obtaining a Guarantor Agreement (if applicable - charge applies)
- 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
- 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 debit and ongoing collection of monthly rent
- Arrears management with any late rent payments chased with Tenants (and their Guarantors if applicable)
- Monthly statement of rent received, any maintenance deductions and transfer into your account
- 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
- Organising maintenance and repairs needed - No fees added
- Organising all required gas and electrical safety certificates, fire risk assessments and EPC's
- Advising on and issuing Section 13 Annual Tenant Rent increases where appropriate
- All tenant and client money fully protected by our Client Money Protection Insurance and membership of UKALA. We are also members of the National Residential Landlords Association.

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

	Excluding Vat	Including Vat
Property take-on fee which includes a lettings inspection report plus all set-up items to prepare your property for letting	£199 <i>charged once only</i>	£238.80 <i>charged once only</i>
Monthly Management fee	10% of rent collected	12% of rent collected
New Tenant find fee	£250 + Inventory charge* (min. £200)	£300 + Inventory charge* (min. £240)
Guarantor referencing & obtaining a Guarantor Agreement (if applicable)	£25 per Guarantor	£30 per Guarantor

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
Photographic Property Inventory (recommended) <i>*Inventory charge based on size of property</i>	Quoted per property (min. £200)	Quoted per property (min. £240)
Admin set-up fee to take over an already tenanted property	£200	£240
Landlords Safety and Compliance checks including Gas Safety, Boiler Servicing, 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
HMO, Additional & Selective Licence Applications (<i>once every 5 years</i>)	£125	£150
Additional property visits & services including surveyor visits and council inspections	£30 per hour for time spent	£36 per hour for time spent
Serving Section 8 Notice of Eviction	£150	£180

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