Student 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 students, 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 rental rates and how to market your property
- 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 Students:

- Marketing your property on the main property websites & student portals
- Arranging and undertaking viewings at times that suit prospective students
- We will interview the students to make sure they are a good fit for the house
- Full student referencing, credit and right to rent checks
- Full guarantor referencing and obtaining a Guarantor Agreement
- Preparation and signing of the Tenancy Agreement
- Issuing all prescribed documentation ensuring legal requirements are met
- Lodging of the students' deposits in the Deposit Protection Service (DPS) Insured Scheme
- Full photographic house Inventory
- Check-in and check-out of students
- Offering a Utility Services package via UniHomes for easy bills management

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 their Guarantors
- 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 student 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.

Student Fully Managed Service & Fees

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 *charged once only*	£580.80 for larger HMOs with Grade A system £484.80 for smaller HMOs with Grade D system *charged once only*
Monthly Management fee	13.6% of rent collected	16.3% of rent collected
New Students find fee **Applies when **ALL** New students for the new academic year*	Quoted per property based on no. rooms with min. fee £895 + Inventory charge	Quoted per property based on no. rooms with min. fee £1074 + Inventory charge
New Tenancy where Replacing / Changing some individual Students & Guarantors for new academic year **Applies when some existing tenants are staying and some new tenants for the new academic year*	50% of new student find fee (subject to min. fee £447.50) + £100 per new student + Inventory Charge	50% of new student find fee (subject to min. fee £537) + £120 per new student + Inventory Charge
Annual Students Tenancy Section 13 Rent Increase **Applies when **ALL** existing students are staying in the property for the new academic year & rent increased*	£295 *Includes market research to establish market rent recommendations and issuing Section 13 documentation*	£354 *Includes market research to establish market rent recommendations and issuing Section 13 documentation*
Full Photographic Property Inventory (recommended) **min £200 + vat depending on size of property*	Quoted per property based on number of rooms (min. £200)	Quoted per property based on number of rooms (min. £240)

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
Landlords Safety and Compliance checks	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 (*once every 5 years*)	£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