



**FULL MANAGEMENT**

12% (incl VAT) \*  
(cost effective for 8 months plus tenancies)

**LET ONLY**

Equivalent of one month's rent (incl VAT) \*

|  | FULL MANAGEMENT | LET ONLY |
|--|-----------------|----------|
| Market Appraisal & Advice                                  | ●               | ●        |
| Full Marketing of Property                                 | ●               | ●        |
| Conduct Viewings   | ●               | ●        |
| Negotiation  | ●               | ●        |
| Full Referencing   | ●               | ●        |
| Right to Rent Checks                                       | ●               | ●        |
| Preparation of Tenancy Agreement                           | ●               | ●        |
| Arrange Pre-Tenancy Cleaning & Preparation (Landlord paid) | ●               | ●        |
| Prepare Schedule of Condition & Inventory                  | ●               | ●        |
| Collect first month's rent & Deposit                       | ●               | ●        |
| Lodge Deposit with DPS                                     | ●               | ●        |
| Check-in of Tenant   | ●               | ●        |
| Inform Utilities   | ●               | ●        |
| Collect monthly rent                                       | ●               |          |
| Monthly and annual Statements                              | ●               |          |
| Arrange Maintenance and Repairs                            | ●               |          |
| Arrange Saftey Checks                                      | ●               |          |
| Management Visits & Compliance                             | ●               |          |
| Tenancy Agreement Renewal                                  | ●               |          |
| Check out of Tenant  | ●               | ●        |
| Return of Deposit  | ●               | ●        |
| Re-Market*   | ●               |          |

\*In addition all new tenancies, whether managed or let only, attract an up front and inclusive set up fee of: properties of up to 3 bedrooms £180 (incl VAT), properties of 4 bedrooms and above £300 (incl VAT)

Handling rent arrears, deposit disputes & insurance claims can be time-consuming and are charged at a rate of £60 (incl VAT) per hour. Management of projects at a cost exceeding £1500.00 are charged at 18% (incl VAT) of the total cost.

