

Levels of Service

Key	Tenant Find	Rent Collection	Full Management	Executive
	(Minimum fee £450 +VAT)	8%+VAT (£155 +VAT setup fee)	10%+VAT (£155 +VAT setup fee)	14%+VAT (£95 +VAT setup fee)
Free rental appraisal	■	■	■	■
Accompanied viewings	■	■	■	■
Online advertising and marketing plan: Rightmove / Zoopla / Prime Location / company website	■	■	■	■
Tenant referencing	■	■	■	■
Right to Rent checks	■	■	■	■
Tenancy agreement	■	■	■	■
Deposit Protection Facility ³	+	■	■	■
Energy Performance Certificate (EPC) ³	+	+	+	+
Gas Safety Certificate ³	+	+	+	+
Professional schedule of condition / inventory ¹	+	+	+	■
Rent and legal protection cover ²	+	+	+	■
Online landlord portal (accessible 24/7)		■	■	■
Monthly landlord statements		■	■	■
Renewals / Rent reviews		+	+	■
Annual income and expenditure reports (on request)		■	■	■
Rent arrears and recovery		■	■	■
Serve all legal notices		■	■	■
Tenant checkout service and report		■	■	■
Deposit reconciliation		■	■	■
Property maintenance / online troubleshoot and reporting system for tenants			■	■
Property inspections and report			■	■
Arranging wear and tear / damage remedial work			■	■

Extra Costs Breakdown

1 Professional Schedule of Condition / Inventory		
No of Bedrooms	Unfurnished	Fully / Part Furnished
Studio	£60 +VAT	Quotation available on request
1 Bedroom	£80 +VAT	
2 Bedroom	£110 +VAT	
3 Bedroom	£135 +VAT	
4 Bedroom	£160 +VAT	
5 Bedroom	£180 +VAT	
6 Bedroom	£200 +VAT	

2 Rent and Legal Protection		
Rental Price (PCM)	6 Months Cover	12 Months Cover
Up to £700	£135	£175
£701 to £1250	£150	£200
£1251 to £1800	£160	£225
£1801 to £2500	£175	£250

3 Miscellaneous	
Item	Cost
Renewal Fee	£99 +VAT
TDS (The Dispute Service) Deposit Dispute Management Time (if applicable)	£75 +VAT
EPC	£85 +VAT
Gas Safety Certificate	£60 +VAT
Deposit Protection Facility	£35 +VAT