

## Standard Lettings Services & Fees

Service Level Summary & Fees			
	Let Only	Fully Managed	VIP
Initial Tenancy Set-up Fee	60% (72% inc VAT) of the monthly rent Minimum £400 (£480 inclusive)	40% (48% inc VAT) of the monthly rent Minimum £400 (£480 inclusive)	40% (48% inc VAT) of the monthly rent Minimum £400 (£480 inclusive)
Monthly Commission		12% (14.4% inc VAT)	16% (19.2% inc VAT)

### Let Only Service

This service is aimed at experienced, compliant and qualified Landlords who manage their own portfolio of properties, who can confirm that they are fully compliant with current legislation (landlords will need to sign our disclaimer to confirm that Goldsmith Property will not be held liable for any breaches of any Acts pertaining to letting out your home). They will also manage their own maintenance and letting after we have introduced a tenant, ensuring that they and their property are safe and always compliant. Goldsmith Property can accept no liability for the landlord's compliance/legal obligations in the letting of their property. Additional tenancy related services can be provided and are subject to extra fees as shown in the services & fees chart.

### Fully Managed Service

A fully comprehensive Tenant Find and Property Management Service.

Full property management is the core part of our business so from securing tenants and complying with all the legislation, to rent collection and routine maintenance, we take care of everything. You never need to worry about arranging quotes or managing repairs and we are the first point of contact for your tenants if they need advice or assistance. The Managed Service is ideal if you have little spare time, live overseas or simply want to relax knowing that your home is being looked after by trusted and qualified professionals.

### VIP Management Service

All of the services included in the Fully Managed Service

Negotiate, draw up and arrange for signature of tenancy renewal

Service of Section 8 and Section 21 Notices as required

Preparation of Non-Resident Landlord Paperwork

Management of HMO Property, including HMO License management

Annual review of property portfolio – advice on maximising property returns

Access to legacy planners that Goldsmith Property uses

Court attendance at eviction hearings (accompanied by landlord's solicitor)

Access to Buy to Let advisory services

### Tenancy Set-Up Fee

Marketing pack including photography, erection of 'to let' board

Posting on online portals

Viewing appointments (unlimited)

Stringent tenant and guarantor referencing, including Right to Rent checks

Production and preparation of assured shorthold tenancy agreement

Issue of all necessary documents to tenants

Services	Let Only	Fully Managed	VIP
Management of HMO Property	N/A	+2% (2.4% inc VAT)	✓
Preparation for market, property details, photographs, floorplans, advertising on all major portals & social media	✓	✓	✓
Provision of Energy Performance Certificate (cost for up to 4 rooms)	£100	£100	£100
Provision of Annual Landlord Gas Safety Certificate	£75	£75	£75
Annual Landlord Gas Safety Certificate with Service	£110	£110	£110
Electrical Safety Compliance Report	Enquire	Enquire	Enquire
Legionella Risk Assessment	Enquire	Enquire	Enquire
Pre-occupation HHSRS property compliance check	Enquire	Enquire	Enquire
Management of HMO License	N/A	£180 + VAT (£216 inc VAT)	✓
Erection of a marketing board	✓	✓	✓
Accompanied viewings (unlimited)	✓	✓	✓
Professional Tenant Referencing including any Guarantors	✓	✓	✓

Preparation & Production of Tenancy Agreement	✓	✓	✓
Registration of tenant's deposit with the DPS	n/a	✓	✓
Rent Guarantee and Legal Protection Service (including cover upon vacant possession for two months whilst securing a new tenant, and processing the claim)	Est. £250 for 12 months rent and legal coverage	Est. £250 for 12 months rent and legal coverage	Est. £250 for 12 months rent and legal coverage
Production of Inventory & Condition Report – see below costs	Enquire	Enquire	Enquire
Tenant collection of keys from office	✓	✓	✓
Conduct check-in and handover of keys to tenant	Enquire	Enquire	Enquire
Manage the transfer of utilities to new tenants	£60 (£72 inc VAT)	✓	✓
Key Cutting Service (standard keys, not security keys)	£10 (£12 inc VAT) plus key costs	£10 (£12 inc VAT) plus key costs	£10 (£12 inc VAT) plus key costs
Monthly rent collection from tenant	n/a	✓	✓
Transfer of rent (minus fees) to landlord	n/a	✓	✓
Chase late rent payments	n/a	✓	✓
Conduct 2 property visits a year & provide inspection report and HHSRS report - Additional visits available on request	£100 (£120 inc VAT) per visit	£100 (£120 inc VAT) per visit	£100 (£120 inc VAT) per visit
Online reporting and management of maintenance issues	n/a	✓	✓
Re-generation of statements	n/a	£2.50 per Statement (£3 inc VAT)	£2.50 per Statement (£3 inc VAT)
Negotiate tenancy renewals	✓	✓	✓
Renew tenancy administration fee - same tenant – new tenancy agreement drafted	£90 (£108 inc VAT)	£90 (£108 inc VAT)	£90 (£108 inc VAT)
Pre-check out property visit	£75 (£90 inc VAT)	✓	✓

Conduct check-out of the tenant at the end of the tenancy & provide report	Enquire	Enquire	Enquire
Arrange return of tenant's deposit	n/a	✓	✓
Negotiate any dilapidations from tenant's deposit and deal with deposit dispute	n/a	✓	✓
Handling of Landlords post	£20 (£24 inc VAT) per annum	✓	✓
Preparation of Non-Resident Landlord Paperwork	n/a	£125 (£150 inc VAT)	✓
Serving Section 8 or Section 21 Notice on tenant to leave the property	£100 (£120 inc VAT)	£100 (£120 inc VAT)	✓
Court attendance at eviction hearings (accompanied by landlord's solicitor)	£120 (£144 inc VAT)	£120 (£144 inc VAT)	✓
Void Property Management – attend the property periodically when it is empty to inspect and check for leaks/damage/security issues reporting to your insurance provider as required.	£100/month	£100/month	✓
Project Management Fees (for refurbishment projects that Goldsmith Property oversee)	10% (12% inc. VAT)	10% (12% inc. VAT)	10% (12% inc. VAT)