

	Tenant Find 9% of rent (inc. VAT) Min charge £1080 (inc. VAT)	Rent Collection 12% of rent (inc. VAT)	Fully Managed 18% of rent (inc. VAT)
Agree the rental value	✓	✓	✓
Provide guidance on compliance with statutory provisions and letting consents	✓	✓	✓
Advise on refurbishment requirements	✓	✓	✓
Erect board outside property in accordance with Town and Country Planning Act 1990 (where possible)	✓	✓	✓
Market the property and advertise on relevant portals	✓	✓	✓
Carry out accompanied viewings (as appropriate)	✓	✓	✓
Find Tenants	✓	✓	✓
Advise on non related tax status and HMRC (if relevant)	✓	✓	✓
Collect and remit initial months rent	✓	✓	✓
Provide tenants with method of payment	✓	✓	✓
Deduct any pre-tenancy invoices	✓	✓	✓
Make any HMRC deduction and provide tenant with NRL8 (if relevant)	✓	✓	✓
Pursue non-payment of rent and provide advice on rent arrears actions	✓	✓	✓
Agree collection of any shortfall and payment method	✓	✓	✓
Demand, collect and remit the monthly rent		✓	✓
Arrange payments for statutory requirements		✓	✓
Advise all relevant utility providers of any changes		✓	✓
Undertake 2 routine visits per annum and notify the landlord of outcome			✓
Arrange routine repairs and instruct approved contractors (providing 3 quotes)			✓
Security Deposit dilapidation negotiations			✓

A GUIDE TO OUR SERVICES

Let Only Service:

- Advising as to the likely rental income, landlords' legal obligations and property preparation
- Advertising and marketing the property, accompanied viewings and key holding
- Screening prospective tenants and commencing references as appropriate
- Negotiating terms of the tenancy and drafting the appropriate tenancy agreement between the tenant and landlord

Let Only and Rent Collection Service:

- In addition to the let only service, collecting rent which is then paid over to the landlord
- Payments will be made by BACS followed by a detailed rent statement, forwarded to the landlord by email or post if requested
- Contacting the tenants if rent is due and has not been received

Full Management Service:

- Providing a tailor-made package for your prospective tenancy
- A dedicated property management team on hand to manage problems that may arise within the property
- Access to a team of checked and verified local contractors
- Liaising with utility companies at the beginning and end of each tenancy
- Arranging and adhering to legal safety checks including Gas Safety Certificates, boiler services, electrical reports etc.
- Completing quarterly property checks and providing follow up written reports
- Co-ordination of repairs, routine maintenance, and cleaning
- Arranging the detailed inventory at the start and end of tenancy and negotiating tenancies.
- Dealing with associated correspondence

Minimum fees apply:

Let Only one months rent 9% inc.VAT (subject to a minimum fee of £1080 inc.VAT)

Rent Collection 12% inc.VAT

Full Management 18% inc.VAT

Each tenancy is subject to a set up fee of £480 inc.VAT

PRE-TENANCY FEES (Applicable to let only and Rent collection Landlords)

Arranging and facilitating statutory compliance (this is in addition to the costs of the item itself) if not provided on instruction or undertaken by the landlord: A £30.00 (including VAT) handling charge in addition to the contractors invoice will be applied to any additional services we arrange for Let only and Rent Collection services.

Prior to start of tenancy

Arranging for an electrical safety test (EICR)

Portable Appliance Test (PAT)

Arranging for an electrical installation check

Arranging for the installation of smoke and carbon Monoxide alarms

Arranging professional inventory and schedule of Condition

Arranging professional Checkout inventory and schedule of condition

Arranging for the sweeping of chimneys

Arranging for cleaning, gardening or other work

Informing utility suppliers of new tenancy

For any further questions please speak with a member of Fortnums Estates.