

Services & Fees to Landlords  All Fees Include VAT	Tenant Find	Rent Collection	Part Managed	Fully Managed
	90% of the first month's rent (min of £450) No management charge	Tenant Finding Fee reduced to 72% of the first month's rent (min £390) then management fee of:		Tenant Finding Fee 60% of the first month's rent (min £330) then:
		£30 per calendar month	8.4% of monthly rent (minimum of £36)	12% of monthly rent (minimum of £48)
Advertising, full colour particulars & targeted marketing	✓	✓	✓	✓
Taking up references & credit checks	✓	✓	✓	✓
Collection of deposit and holding in the Tenancy Deposit Scheme	✓	✓	✓	✓
Collection of first month's rent	✓	✓	✓	✓
Accompanied viewings	✓	✓	✓	✓
Preparation of the Assured Shorthold Tenancy Agreement	✓	✓	✓	✓
Preparation of the inventory with photographs	Please ask for quote	✓	✓	✓
Signing of the tenancy agreement	✓	✓	✓	✓
Key handover	✓	✓	✓	✓
Advising utility companies of new tenant & meter readings		✓	✓	✓
Guarantor's referencing, assessment and agreement	✓	✓	✓	✓
Organising Gas and Electric Safety Checks and Energy Performance Certificate (EPC) if required *	✓	✓	✓	✓
Return of deposit on satisfactory final property check out by relevant party	✓	✓	✓	✓
Check out property, key handover etc.	£60	£60	✓	✓
Periodic property inspection	£30	£30	£30	✓
Collection & processing of monthly rent		✓	✓	✓
Rent reminders to Tenant if necessary		✓	✓	✓
Prompt payment of rent to Landlords by direct bank payment and monthly statement		✓	✓	✓
Service of relevant notice to Tenants			✓	✓
Liaising with Landlord regarding works required and costs				✓
Organising Contractors to carry out minor works				✓

Organising necessary repairs / cleaning				✓
24 hour emergency contact point for Tenants and Landlords				✓
Arranging the move out and final property check out				✓
Report to Landlord with maintenance update				✓
Organising emergency repairs with Contractors				✓
Dealing with day to day management issues			✓	✓
Energy Performance Certificate	£90	£90	£90	✓

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