

Services Included	Tenant Find Only	Rent Collection	Fully Managed
	75% +VAT of the first month's rent (min of £450 including VAT)	Tenant Finding Fee 75% +VAT of the first month's rent (min £400 including VAT)	Tenant Finding Fee 60% +VAT of the first month's rent (min £350 including VAT)
	No Management Charge	£48 per calendar month	12% +VAT of monthly rent (minimum of £60 inc VAT)
Full colour particulars, floorplan, targeting marketing and listings on Rightmove, On The Market and Cobbamos.com	✓	✓	✓
To Let board	✓	✓	✓
Accompanied viewings	✓	✓	✓
Taking up references & credit checks, including Guarantors	✓	✓	✓
Collection of deposit and holding in the Tenancy Deposit Scheme		✓	✓
Collection of first month's rent	✓	✓	✓
Preparation of the Assured Shorthold Tenancy Agreement	✓	✓	✓
Preparation of the inventory with photographs			✓
Signing of the tenancy agreement	✓	✓	✓
Key handover	✓	✓	✓
Advising utility companies of meter readings			✓
Periodic property inspection			✓
Collection & processing of monthly rent		✓	✓
Rent reminders to Tenant, if necessary		✓	✓
Monthly statement emailed to Landlords		✓	✓
Services of relevant legal notice to Tenants			✓
Liaising with Landlord regarding works required and costs			✓
Organising Contractors to carry out repairs & maintenance			✓
Report to Landlord with maintenance update			✓
24 hour emergency contact point for Tenants & Landlords			✓
Arranging the move out and final property check			✓
Dealing with day to day management issues			✓
Deposit returned to Tenant		✓	✓

FEES AND COMMISSIONS

Services & Price	Please tick your chosen service
<p><u>Tenant Find Only Service</u></p> <p>75% + VAT (90% inc VAT) of first month's rent</p>	
<p><u>Tenant Find Plus Rent Collect Service</u></p> <p>75% + VAT (90% inc VAT) of first month's rent</p> <p><i>Plus</i></p> <p>£48.00 (inc VAT) per month</p>	
<p><u>Tenant Find Plus Fully Managed Service</u></p> <p>60% + VAT (72% inc VAT) of first month's rent</p> <p><i>Plus</i></p> <p>12% + VAT (14.4% inc VAT) per month</p>	

Additional Costs	Cost	Please tick if required
Gas Safety Test Certificate	Please ask for a quote	
Electrical Safety Test Certificate	Approx £150.00 inc VAT <i>(depending on number of consumer units)</i>	
Energy Performance Certificate	Approx £90.00 inc VAT <i>(depending on size of property)</i>	
Cobb Amos to hold deposit and register deposit with The Tenancy Deposit Scheme	£12.00 inc VAT <i>Per annum</i>	
Full inventory/Schedule of condition	<i>From</i> £90.00 inc <i>(Depending on size of property)</i>	
Check out	Please ask for a quote	
Statements by post	£1.50 inc VAT <i>Per calendar month</i>	
Year End Tax Period Statement	£12 inc VAT	
How To Rent Guide	£5.00 inc VAT	