

Lettings Management Services

COBB
AMOS

Services Included	Tenant Find	Rent Collection	Part Managed	Fully Managed
	75% of the first month's rent (min of £375 +VAT) No management charge	Tenant Finding Fee reduced to 60% of the first month's rent (min £325 +VAT) then management fee of: £25 +VAT per calendar month	7% of monthly rent (minimum of £30 +VAT)	Tenant Finding Fee 50% of the first month's rent (min £275+VAT) then: 10% of monthly rent (minimum of £40 +VAT)
Free rental valuation of your property	√	√	√	√
Free marketing advice and Landlord legal obligations	√	√	√	√
Advertising, full colour particulars & targeted marketing	√	√	√	√
'To Let' board	√	√	√	√
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 Tenancy Agreement	√	√	√	√
Preparation of the inventory with photographs	√	√	√	√
Signing of the tenancy agreement	√	√	√	√
Signing the inventory, key handover & check in	√	√	√	√
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	√	√	√	√
Arrangement of specialist Landlord's Buildings and Contents Insurance *	√	√	√	√
Check out property, key handover etc.	£50 +VAT	£50 +VAT	√	√

Periodic property inspection	£25 +VAT	£25 +VAT	First one free then £25 +VAT	√
Collection & processing of monthly rent		√	√	√
Rent reminders to Tenant if necessary		√	√	√
Prompt payment of rent to Landlords by direct bank payment		√	√	√
Monthly statement to Landlords		√	√	√
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	£75 +VAT	£75 +VAT	£75 +VAT	√

These are the services that are included in our set management schemes. However, we would be happy to quote for a bespoke package to best suit your needs.

* NB – Gas, electricity checks, insurance and maintenance etc. are all charged in addition. Where indicated as included – this is the arrangement only not the cost of the service itself.