

Lettings Tenant Finding Services and Fees

Services Included	Let Only 75% + VAT (90% inc. VAT) of first month's rent minimum of £550.00 including VAT	Rent Protection 75% + VAT (90% inc. VAT) of first month's rent minimum of £450.00 including VAT Plus £60 inc. VAT per month	Fully Managed 60% + VAT (72% inc. VAT) of first month's rent minimum of £450.00 including VAT Plus 12% + VAT (14.4% including VAT) per month minimum of £72.00 including VAT
Free rental valuation	✓	✓	✓
Free marketing advice and Landlord legal obligations	✓	✓	✓
Advertising, full colour particulars and targeted marketing	✓	✓	✓
To Let board	✓	✓	✓
Taking up references and credit checks	✓	✓	✓
Tenancy Deposit Registration	£18.00 inc. VAT per tenancy annually	£18.00 inc. VAT per tenancy annually	£18.00 inc. VAT per tenancy annually
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	Please ask for quote	✓
Signing of the Tenancy Agreement		✓	✓
Guarantors referencing and assessment		✓	✓
Organising Gas and Electric Safety Checks required*			✓
Key handover		✓	✓
Energy Performance Certificate	Please ask for quote	Please ask for quote	Please ask for quote
Periodic property inspection	£108 inc. VAT	£108 inc. VAT	✓
Collection and processing of monthly rentals		✓	✓
Rent reminders to Tenant if necessary		✓	✓
Prompt payment of rent to Landlords by direct bank payment		✓	✓
Monthly statement to Landlords by email		✓	✓
Monthly statement to Landlords by post		£1.50 per month inc. VAT	£1.50 per month inc. VAT
Service of relevant legal notice requiring possession to Tenants	£108 inc. VAT	£108 inc. VAT	✓
Arranging the move out and final property checks	Please ask for quote	Please ask for quote	✓
Preparing a renewal tenancy agreement	£75 inc. VAT	£75 inc. VAT	£60 inc. VAT
Rent and Legal protection	£360 inc. VAT for 12 months up front	✓	£30 per month inc. VAT
Obtaining Land Registry Information	£6.00 inc. VAT	£6.00 inc. VAT	£6.00 inc. VAT
Please tick to select required services:	Let Only	Rent Protection	Fully Managed

Please state Comments:

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Additional services and chargeable fees	Price	Please tick service required
<p><u>Advertising Only</u></p> <p>Advertising on all property platforms, cobbamos.com, social media and matched to our applicant database. (Please note that for this service level Cobb Amos will send enquiries to but will not arrange or conduct any further services.)</p> <p>Invoiced and payable in advance</p>	£300.00 inc. VAT	
<p><u>Contract Preparation</u></p> <p>Contracts prepared for landlord and tenants' signature in advance of tenancy start date.</p> <p>Invoiced per tenancy agreement prepared and payable in advance</p>	£360.00 inc. VAT	
<p><u>Tenant Referencing</u></p> <p>Tenants will be provided with relevant link to our associated referencing company who will provide a report on their results.</p> <p>Invoiced per tenancy and payable in advance. (Cost is for a maximum amount of 3 tenants per tenancy. Additional tenants will be charged at £40.00 inc VAT per additional tenant)</p>	£120.00 inc. VAT	
<p><u>Service of Legal Notices</u></p> <p>Preparation and service of legal notices providing the Landlord with copies of notices and proof of posting.</p> <p>Invoiced per tenancy and payable in advance.</p> <p>Please note that this service is free of charge for those who opt for our Managed or Managed Plus service.</p>	£144.00 inc. VAT	
<p><u>Service of Section 13 Notices (Rent Increase)</u></p> <p>Preparation and service of legal rent increase notice providing Landlord with copies and proof of posting.</p> <p>Invoiced per tenancy and payable in advance.</p> <p>Please note that this service is free of charge for those who opt for our Managed or Managed Plus service.</p>	£60.00 inc. VAT	
<p><u>Rent Collection</u></p> <p>This service is equivalent to Rent Protection but does not include any Legal Cover</p>	£48.00 inc. VAT per month	

Rowena Vane
Property Maintenance
Co-ordinator

Molly Walters
Property Maintenance
Co-ordinator

Tiffany Vaughan
Property Maintenance
Co-ordinator

Lauren Probert
Senior Compliance
Co-ordinator

Sarah Cowler
Compliance
Co-ordinator