

<b>OUR RANGE OF SERVICE LEVEL OPTIONS AND CHARGES</b>	<b>Full Managed Service</b>	<b>Rent Collection &amp; Inspection Service</b>	<b>Introduction Service</b>	<b>Finder's Fee</b>
FREE market appraisal	✓	✓	✓	✓
Extensive marketing utilising local advertising media, prominent window displays, eye-catching "To Let" boards, & Rightmove, Zoopla & our own property portals	✓	✓	✓	✓
Weekly up-to-date colour property bulletin	✓	✓	✓	✓
Accompanied Viewings	✓	✓	✓	
Thorough Tenant referencing & efficient Administration	✓	✓	✓	
Deposit Collection & lodging with a secure Deposit Protection Scheme (DPS)	✓	✓	✓	
Organisation of all necessary certification (gas, electricity & energy performance) as required	✓	✓	✓	
Detailed inventory & condition reports using video to ensure accuracy	✓	✓	✓	
Preparation & production of the Assured Shorthold Tenancy Agreement	✓	✓	✓	
Liaising with Landlords & Tenants on First Day of Tenancy	✓	✓	✓	
Liaising with utility companies & the local Council with regard to meter reading & occupancy	✓	✓	✓	
Monthly collection of rent, issuing of Landlord statements & annual tax statements to HMRC	✓	✓		
Regular property inspections & reports	✓	✓		
Outgoing tenancy checks including inventory & condition	✓	✓		
Arranging necessary works & deposit resolution negotiations	✓	✓		
Dealing with any Tenant queries & maintenance issues using our longstanding Professional Contacts	✓			
Tenancy renewal & annual rent reviews	✓			

<b>Managed Service:</b>	£150.00 plus VAT for finding the tenant and 12% plus VAT of the monthly rental income.	Yes/No
<b>Introduction Service:</b>	80% plus VAT of the first months rent for introducing you to a tenant.	Yes/No
<b>Rent Collections and Inspections:</b>	£165.00 plus VAT for finding the tenant and 8% plus VAT of the monthly rental income.	Yes/No
<b>Finders Fee:</b>	£250.00 plus VAT for introducing you to a tenant.	Yes/No
Landlords will pay all outstanding invoices for moving out tenants/deposit issues, then when money back from deposit there will be a refund.		