



Lettings & Management Fees to Landlords

	Complete Management+ Set up fee £360 Inc VAT 16.2%* including VAT (min £162 incl. VAT)	Complete Management Set up fee £360 Inc VAT 15%* including VAT (min £150 incl. VAT)	Complete Letting+ Set up fee £360 Inc VAT 7.2%* including VAT (min £86.40 incl. VAT)	Complete Letting Set up fee £360 Inc VAT 6%* including VAT (min £72 incl. VAT)	Just Letting 72%** including VAT (min £780 incl. VAT)
Rental appraisal of your property	○	○	○	○	○
Marketing your property and viewings	○	○	○	○	○
Tenant interviewing and selection	○	○	○	○	○
Full tenant referencing	○	○	○	○	○
Full guarantor referencing/obtaining guarantee (if applicable)	○	○	○	○	○
Co-ordination/negotiating of the let to your requirements	○	○	○	○	○
Ensuring legal requirements are met	○	○	○	○	○
Preparation of the agreement and standing order	○	○	○	○	○
Collection of first month's rent and dilapidation deposit and transfer into your account after any deductions	○	○	○	○	○
On-going monthly transfer of rental to nominated account (normally within 3–4 working days of receiving cleared funds)	○	○	○	○	
Sending your detailed monthly statement of account	○	○	○	○	
Sending copies of your statements to your accountant or solicitor	○	○	○	○	
Holding dilapidation deposit in client bonded account	○	○	○	○	
Liaising with tenants if there are any late rental payments and pursuing guarantors if necessary	○	○	○	○	
Negotiating extensions of tenancy, in line with your instructions	○	○	○	○	
On-going legal co-ordination of tenancy	○	○	○	○	
Checking in new tenants to the property	○	○	£168 including VAT	£168 including VAT	£168 including VAT
Notifying utilities of new occupants and the meter readings	○	○			
Mid-term property visit	○	○			
Point of contact for tenants regarding maintenance issues	○	○			
Liaising with other organisations, e.g. block management company	○	○			
Dealing with maintenance issues	○	○			
Checking out of tenants at the conclusion of tenancy	○	○	£168 including VAT	£168 including VAT	£168 including VAT
Liaising with you about dilapidation issues	○	○			
Legal indemnity insurance: • £85,000 indemnity cover • No excess	○		○		
Rental protection insurance: • £2,500pcm rental cover	○		○		
Inventory preparation	£POA	£POA	£POA	£POA	£POA
Energy Performance Certificate	£120 including VAT	£120 including VAT	£120 including VAT	£120 including VAT	£120 including VAT
Placement of deposit within TDS (The Dispute Service) as required by Housing Act 2004	£144 including VAT	£144 including VAT	£144 including VAT	£144 including VAT	£144 including VAT
Government IDVT Certified Right 2 Rent check	£15 incl. VAT (per tenant)	£15 incl. VAT (per tenant)	£15 incl. VAT (per tenant)	£15 incl. VAT (per tenant)	£15 incl. VAT (per tenant)

* % of the gross Rent, premium or other money payable throughout the initial fixed Term and any continuation, extension or renewal of it whether fixed Term or periodic whether or not we are instructed to act on your behalf. ** % of the first month's rent.