



# Letting Agents Fees to Landlords

	<b>Complete Management+</b> Set up fee £360 IncVAT 16.2%* including VAT	<b>Complete Management</b> Set up fee £360 IncVAT 15%* including VAT	<b>Complete Letting+</b> Set up fee £360 IncVAT 7.2%* including VAT	<b>Complete Letting</b> Set up fee £360 IncVAT 6%* including VAT	<b>Just Letting</b> 96% including VAT of the first month's rent
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	○	○	£180 including VAT	£180 including VAT	£180 including VAT
Notifying utilities of new occupants and the meter readings	○	○			
Periodic property visits	○	○			
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	○	○	£180 including VAT	£180 including VAT	£180 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 any other sums payable for the duration of the tenancy, including any continuation, whether or not we are instructed to act on your behalf.