

GOLD (Fully Managed)

Perfect for landlords who want to hand over the entire day to day tenancy management and upkeep of their property.

SILVER (Rent Collection)

Designed for landlords who will manage the property themselves but do not want to collect the rent.

BRONZE (Find A Tenant/Let Only)

Ideal for landlords who want to manage the tenancy themselves but want to ensure all the paperwork is completed.

	Gold Fully Managed	Silver Rent Collection	Bronze Let Only
Property valuation	YES	YES	YES
Marketing and advertising	YES	YES	YES
Source suitable tenants	YES	YES	YES
Accompanied viewings	YES	YES	YES
Conduct references and credit checks	YES	YES	YES
Right to Rent checks	YES	YES	YES
Create tenancy agreement	YES	YES	YES
Collect deposit and first month's rent	YES	YES	YES
Signing of the tenancy agreement and issuing all documents	YES	YES	YES

	Gold Fully Managed	Silver Rent Collection	Bronze Let Only
Notify Council Tax and utility companies.	YES	YES	NO
Prepare Professional Inventory	YES	YES	NO
Register deposit with TDS	YES	YES	NO
Rent collection and payment to landlord	YES	YES	NO
Monthly itemised statement to landlord	YES	YES	NO
Chase any arrears	YES	YES	NO
Non-resident landlord tax certificate	YES	YES	NO
Conduct property inspections	YES	NO	NO
Arrange routine servicing and maintenance	YES	NO	NO
Advise on any repairs required	YES	NO	NO
Arrange repairs	YES	NO	NO
Arrange safety checks	YES	NO	NO
Deal with tenant issues and queries	YES	NO	NO
Conduct tenancy renewals and rent reviews	YES	NO	NO

	Gold Fully Managed	Silver Rent Collection	Bronze Let Only
Deal with serving and receiving notices	YES	NO	NO
Remarketing of the property	YES	NO	NO
Oversee tenant check out	YES	NO	NO
Notify Council Tax and utility companies on check out	YES	NO	NO
Return Deposit On Agreement	YES	NO	NO

Where a service is not included in a package this may be available at an additional cost. Prices exclude VAT.

Gold (Fully Managed)		
Find tenant and set up tenancy fee	£150	
Monthly Management fee (% of rent received)	10%	
Silver (Rent Collection)		
Find tenant and set up tenancy fee	£150	
Monthly Management fee (% of rent received)	8%	
Bronze (Let Only)		
Find tenant and set up tenancy fee	£150	
Find tenant and set up tenancy (% of monthly rent amount)	50%	

Additional Charges that are not included in the level of service

Energy Performance Certificate	£80	
Gas Safety Certificate	£90	
Gas Safety Certificate and Boiler Service	£150	
Electrical Certificate (from)	£225	
Install Smoke Alarm (each)	£40	
Install Carbon Monoxide Alarm (each)	£50	
Register the deposit with the Tenancy Deposit Scheme	£25	
Initial Inventory up to 3 bedrooms	£100	
*Additional cost per bedroom	£20	
Initial Inventory (Furnished) up to 3 bedrooms	£150	
*Additional cost per bedroom	£30	
Property Inspection report	£50	
Unscheduled property visits	£25	
Existing tenancy renewals	£75	
Rent review and issue Section 13 Notice	£60	
Serving of notices (Section 21 & Section 8 Notices)	£75	
Oversee check-out and return deposit	£100	
Notify Council Tax and utility companies on check-out	£40	
Out of hours emergency visit	£50	