



Landlord Service Features	Let Only (Bronze Service) 1 Month's Rent	Rent Collection (Silver Service) 8% +VAT	Full Management (Gold Service) 10% +VAT
Free valuation & suggest areas of improvement to maximise income	✓	✓	✓
Prepare full colour internal & external images, and structured floor plans	✓	✓	✓
Upload your property to our website, magazine and major property websites including Rightmove, On The Market & Zoopla	✓	✓	✓
Frequent updates of registered interest, scheduled viewings & viewing reactions	✓	✓	✓
Accompanied viewings	✓	✓	✓
Full tenant referencing including detailed credit, employment and previous landlord references, along with address history & Home Office right to rent in the UK	✓	✓	✓
Advise on issues of compliance	✓	✓	✓
Preparation of the Tenancy Agreement	✓	✓	✓
Preparation of Deregulatory Documents and Certificate of Service	✓	✓	✓
Collect a one-month security deposit and, if held by us, register with a Government-approved Deposit Protection Scheme and continue to protect the deposit according to legislation, OR ; offer a 6-week no-deposit insurance, governed by third party company Let Alliance	✓	✓	✓
Collect first month rent in advance (cleared funds)	✓	✓	✓
Provide tenants with Banker's Standing Order for rental payments	✓	✓	✓
Collect rent on monthly basis, held in protected client account	Not Included	✓	✓
Chase late/default rents	Not Included	✓	✓
Payment by BACS once cleared funds are received from tenant to avoid delays	Not Included	✓	✓
Provide monthly rent statements (email or post)	Not Included	✓	✓
Provide HMRC statement reports	Not Included	✓	✓
Issue rent schedules and/or income & expenditure reports upon request	Not Included	✓	✓
Obtain rent guarantee policy & legal cover (subject to satisfactory references)	Not Included	✓	✓
Negotiate tenancy renewal at end of fixed term	£100 +VAT	✓	✓
Serve Notice to regain possession of the property (including Section 8, Section 21) Hand deliver relative Notices throughout tenancy (including Section 13, Section 48)	£100 +VAT Per Notice	✓	✓
Arrange Annual Gas Safety Inspection	£20 +VAT (Not Incl. cost of Gas Inspection Report)	✓	✓
Arrange Energy Performance Certificate	£20 +VAT (Not Incl. cost of EPC Inspection Report)	✓	✓
Arrange Electrical Inspection Report	From £20 +VAT (Not Incl. cost of NIC Report)	✓	✓
Annual fee to manage all issues of repair, maintenance and remedial work	£125.00 +VAT	£125.00 +VAT	✓
Annual fee to arrange and manage all emergency work	£125.00 +VAT	£125.00 +VAT	✓
Full colour inventory/schedule of condition prior to commencement of tenancy	£89 to £129 +VAT	£89 to £129 +VAT	✓
Four-monthly property visits reporting back to the landlord with detailed photo reports	£35 per visit +VAT	£35 per visit +VAT	✓
End of tenancy check out and negotiate any dilapidation issues which may arise	£50 to £80 +VAT	£50 to £80 +VAT	✓
Represent landlord where deposit disputes are raised with the Government-backed deposit protection scheme	£150.00 +VAT	£150.00 +VAT	✓
Court Representation/Appearances	£150.00 +VAT	£150.00 +VAT	✓
Educating, advising and implementing new legislative changes	Not Included	Not Included	✓