

PLEASE NOTE: A green box means 'included' in the serviceAll prices quoted are inclusive of VAT

Prices only relevant if item is not included in the chosen service option

* Subject to change due to market conditions

	FM Standard	Rent collection	Tenant Find	Introducer	Cost (if not included in service option)
Manage repairs/quotes (up to £1500 & 2 quote limit)					>£36
Arrange repair and maintenance and compliance items					>£36
Provide end of year statement for Tax Return (upon request)					£54
Holiday management cover per week					£36
Deposit registration (& transfer for Rent Collection)					£18
Test smoke and carbon monoxide alarms on first day of tenancy					£54
Notify utility providers with meter readings online					£36
Manage ongoing monthly rent receipts					n/a
Facilitate annual rent reviews					£36
Accompanied viewings (per hour block)					£42
Referencing per tenant, guarantor and permitted occupier					£60
Right to Rent checks per tenant, guarantor and permitted occupier					£24
Proof of ID and address for tenant, guarantor and permitted occupier					£24
ARLA Propertymark approved Assured Shorthold Tenancy agreement					£120
Record delivery of MHCLG How to Rent Guide to all named on AST					£36
Client Money Protection insured safe handling of funds					n/a
Office based Check In meeting with tenants					£54
Key management system					n/a
Receipt and process initial rent					n/a
Provide a To Let board					
Major portal website advertising					
Marketing on Howland Jones social media platforms					
Office window colour advertising					
CRM campaign and telephone marketing to prospective tenants					
12 month Rent Guarantee *					>3.6%
Premium listing on Rightmove per month (subject to availability)					£42
Inventory & Schedule of Condition every let (mandatory)					£96
Mid-term inspection of condition, HHSRS & Right to Rent check (1 per year)					£54
Tenancy renewal					£72
Check out inspection report (inc 1 st hour check out resolution)					£90
Check out resolution service (per part hour)					>£36
Deposit dispute case preparation service per hour					£36
Service of Form 6a Section 21 notice					£48
Service of Section 8 notice					£60
Annual compliance review with Portfolio Manager					£90
Manage repairs/quotes (over £1500 & 2 quote limit)					12%
Each additional repair quotation beyond the standard 2 quotes (per quote)					£36
Housing Health & Safety Rating System (HHSRS) risk assessment					£120
Paper or copy monthly statements					£6
Vacant property management per week					>£36
Cancellation fee if landlord terminates agreement after tenants are found					£420
Online verification of proof of ID, address and ownership					£24
Purchase of a party introduced by us (% of sale price)					0.6%
Accepting a sale whilst on the rental market with us					£354
Project management of refurbishments	Price on application				
Acquisition service or Rent to Own scheme	Price on application				