



Introduction Only Service

I/we agree to pay Cumbrian Properties **£400 + VAT (£480 inc VAT)** for a Tenant Introduction Service plus **£100 + VAT (£120 inc VAT)** for credit checks, referencing and Right to Rent checks to be carried out and the registration of the deposit with the Deposit Protection Service.

1. Rental and valuation and advise with regard to achievable income in respect of a tenancy
2. Preparation of property details with colour photographs, entry onto Cumbrian Properties and Rightmove websites.
3. Arranging for interested parties to view the property
4. Obtaining references and credit checks in respect of proposed tenants including possible guarantors. (separate charge applies as above)
5. The preparation and completion of an Assured Shorthold Tenancy Agreement with a fixed term of 6 months
6. Collection of the first months rent and deposit, detailed statement of payment to the landlord and payment into the landlords nominated bank account.
7. Registration of tenants deposit with the Deposit Protection Service. (separate charge applies as above).

An increase of 25% will apply to the letting fee if the tenant signs into a tenancy with a fixed term of 12 months.

Additional Requirements

Gas Safety Regulations:

Cumbrian Properties to arrange a certificate at a cost of **£90+vat (£108.00)**

Energy Performance Certificate (EPC) :

Cumbrian Properties to arrange an EPC at a cost of **£90+vat (£108.00)**

Electrical Safety Regulations :

Cumbrian Properties to arrange a certificate at a cost of **£140 +vat (£168.00)**

Accompanied Viewings :

Cumbrian Properties to carry out viewings on my behalf. Accompanied Viewings will be charged at **£50 + vat (£60.00)** per block viewing

Schedule of Conditions (Compulsory for Fully Managed Properties) :

Furnished - **£120+vat (£144.00)** Unfurnished - **£100+vat (£120.00)** Renewal - **£75+vat (£90.00)**



Fully Managed Service

I/we agree to pay Cumbrian Properties commission of **12.5% + VAT (15% inc VAT)** of the rent per calendar month plus the initial payment of **£300 + VAT (£360 inc VAT)** for the arrangement of the tenancy agreement and the management service plus **£100 + VAT (£120 inc VAT)** for credit checks, referencing and Right to Rent checks to be carried out and the registration of the deposit with the Deposit Protection Service.

This service includes:

1. Preparation of property details with colour photographs, entry onto Cumbrian Properties and Right-move websites, through Cumbrian Properties own promotional documentation including local advertising
2. Arranging for interested parties to view the property
3. Obtaining references and credit checks in respect of proposed tenants including possible guarantors. (separate charge applies as above)
4. The preparation and completion of an Assured Shorthold Tenancy Agreement with a fixed term of 6 months
5. Registration of tenants deposit with the Deposit Protection Service. (separate charge applies as above).
6. Collection of rent, usually by standing order and invoicing of all rental payments to the landlord on a monthly basis within 10 days of receiving. Please note that whilst every effort is made by us to ensure prompt payments are made by the tenants we cannot be held responsible for late or non payment of rent.
7. Inspection of the property once month after the tenancy start date and then every 4 months for the duration of the tenancy. These inspections will not include an itemised checking of neither the inventory nor the moving of furniture. We will report to the landlord and tenant any deficiencies.
8. Arranging any minor repairs or renewals for the property and its contents with costs deducted from the rent received. Any major repairs will be authorised by the landlord prior to any action being taken unless it is an emergency.
9. Arranging the gas and electrical safety inspections when they become due. The contractors fees being deducted from rent received.
10. Completing the Right to Rent checks on all tenants.
11. Issuing the tenants with the required compliance documents at tenancy start.
12. Serve any required notice requiring possession to terminate the tenancy as and when required
13. A final inspection of the property will be carried out to include an itemised check of the inventory. After reporting to the landlord full or part deposits will be returned to the tenants with the landlords agreement. A deposit is held with the DPS for all managed properties.

We shall deal with the refunding of the deposit and liaise with the tenant and the DPS in order to do so. If there are any disputes with the damage deposit we shall do this also on the Landlords behalf.