

Summary of Management Options

	Full Management	Part Management	Let Only
Market consultation	✓	✓	✓
Photography and production of property particulars	✓	✓	✓
Negotiating the tenancy terms	✓	✓	✓
Comprehensive Tenant referencing and credit checks	✓	✓	✓
Preparation of ARLA approved tenancy agreement	✓	✓	✓
Collection of initial rent and deposit	✓	✓	✓
Set up alternative deposit scheme membership	✓	✓	✓
Arranging all safety certificates if applicable	✓	✓	✓
Arrange inventory and check-out	✓	✓	✓
Take meter readings	✓	✓	✓
Manage change of utility accounts	✓	✓	
Rent processing and production of statements	✓	✓	
Property inspections	✓		
Renewal of safety certificates	✓		
Dedicated property manager	✓		
Management of end of tenancy disputes & deposit release	✓		
Management of maintenance issues	✓		

Summary of Fees

Full Management Service	72% (60% + VAT) of the first month's rent (set up cost) plus 14.4% (12% + VAT) of the monthly rent.
Part Managed	72% (60% + VAT) of the first month's rent (set up cost) plus 9% (7.5% + VAT) of the monthly rent.
Let Only Service	One month's rent (+ VAT)
Additional Fees	
Renewal of contract with rent review	£180 inclusive of VAT (£150 + VAT)
Annual TDS renewal charge	£30 inclusive of VAT (£25 + VAT)
Section 21 notice (non-managed)	£90 inclusive of VAT (£75 + VAT)
Section 13 notice (non-managed)	£90 inclusive of VAT (£75 + VAT)
Addendum of contract	£90 inclusive of VAT (£75 + VAT)
Manage and process deposit negotiation (non-managed)	£180 inclusive of VAT (£150 + VAT)
Additional property inspections	£90 inclusive of VAT (£75 + VAT)
Annual Income and Expenditure Report	£36 inclusive of VAT (£30 + VAT)

Inventory and Checkout

0-4 Bedroom unfurnished properties	£192 inclusive of VAT (£160 + VAT)
0-4 Bedroom furnished properties	£204 inclusive of VAT (£170 + VAT)
5 Bedroom unfurnished properties	£240 inclusive of VAT (£200 + VAT)
5 Bedroom furnished properties	£264 inclusive of VAT (£220 + VAT)
6 Bedroom unfurnished properties	£264 inclusive of VAT (£220 + VAT)
6 Bedroom furnished properties	£300 inclusive of VAT (£250 + VAT)