

LANDLORDS FEES	
FULL MANAGEMENT SERVICE	
This option offers landlords a full and comprehensive service designed to meet the requirements of the ongoing day to day management of their property including rental collection and payment, annual inspections, agreed repairs and property maintenance.	
<ul style="list-style-type: none"> • Initial Let Fee /Re Let Fee • Ongoing Management Fee 	<p>60% of a full month's rent inc VAT</p> <p>12% of a full month's rent (inc VAT)</p>
<p>LEVELS OF SERVICE OFFERED:</p> <ul style="list-style-type: none"> ○ Initial rental assessment. We will advise you as to the potential rental income. ○ Advertising on our company website and numerous portals including Zoopla and OnTheMarket. Also our window display at our Moseley office. ○ Photographs. ○ To Let Board at the property (<i>if permitted</i>). ○ Carry out accompanied viewings. ○ Provide guidance on compliance with statutory provisions and letting consents. ○ Tenant referencing and credit checks. ○ Preparation of tenancy agreement. ○ Provide tenant with prescribed information and Right to rent checks. ○ Rent will be collected monthly, fees retained and balance paid by BACS transfer to your nominated bank account. ○ Registering the deposit with TDS. ○ Monthly statement of account including breakdown of fees and maintenance costs. ○ Periodic property inspections. ○ Coordination of repairs and maintenance. ○ Hold keys throughout the tenancy term. ○ Review rent in accordance with current market conditions, advise landlord and negotiate with tenant(s) ○ Moving out the tenants 	
LET ONLY SERVICE	
Our let only service is designed to meet the needs of the experienced landlord. We do not collect the rent and we do not manage the property. We ensure an effective letting of the property with marketing and advertising as well as full referencing of any potential tenants.	
Let Only Fee	90% of a full month's rent inc VAT
<p>LEVELS OF SERVICE OFFERED:</p> <ul style="list-style-type: none"> ○ Initial rental assessment. We will advise you as to the potential rental income. ○ Advertising on our company website and numerous portals including Zoopla and OnTheMarket. Also our window display at our Moseley office. ○ Photographs. ○ To Let Board at the property (<i>if permitted</i>). ○ Carry out accompanied viewings. ○ Provide guidance on compliance with statutory provisions and letting consents. ○ Tenant referencing and credit checks. ○ Preparation of tenancy agreement. ○ Collection of first month's rent and deposit. Once the tenant moves in we will pay over the deposit and first month's rent to you, less our letting fee and any other costs agreed. ○ Provide tenant with prescribed information and Right to rent checks. ○ Move in procedure with the tenant. We will hand over keys. We will supply the tenant with your contact and bank details so they can liase with you and pay you directly going forward. 	

RENT COLLECTION SERVICE	
<ul style="list-style-type: none"> Initial Let Fee /Re Let Fee Rent collection fee 	<p>30% of a full month's rent inc VAT</p> <p>6% of a full month's rent inc VAT</p>
<p>LEVELS OF SERVICE OFFERED:</p> <ul style="list-style-type: none"> ○ Initial rental assessment. We will advise you as to the potential rental income. ○ Advertising on our company website and numerous portals including Zoopla and OnTheMarket. Also our window display at our Moseley office. ○ Photographs. ○ To Let Board at the property if required. ○ Carry out accompanied viewings. ○ Provide guidance on compliance with statutory provisions and letting consents. ○ Tenant referencing and credit checks. ○ Preparation of tenancy agreement. ○ Provide tenant with prescribed information and Right to rent checks. ○ Registering the deposit with TDS. ○ Rent will be collected monthly, fees retained and balance paid by BACS transfer to your nominated bank account. 	
Additional Non-Optional Fees and Charges (All service levels) <i>(Statutory compliance if not provided on instruction or undertaken by the landlord)</i>	
Energy Performance Certificate	£99 inc VAT
Legionella Risk Assessment	£99 inc VAT
Additional Optional Charges	
Inventory Up to 3 bedrooms 4 Bedrooms or more	£99 inc VAT £120 inc VAT
<p>Arrangement fee for void property refurbishments over £1000 (For Managed service only) Arranging access and assessing the costs with any contractors, ensuring work has been carried out in accordance with the Specification of Works and retaining any resulting warranty or guarantee. 12% inc VAT of net cost of works</p>	
<p>Tenancy Renewal (For Managed service only) At the end of the fixed term of the tenancy the contract will continue on a monthly rolling basis (statutory periodic tenancy). Should you or your existing ongoing tenant reach an agreement to have a new fixed term tenancy (6 or 12 months) then our fee for preparing and completing a new tenancy, updating the deposit registration and providing statutory documentation. £99 inc VAT</p>	

You can view all our fees on our website: www.robertaston.com

Client Money Protection:

www.propertymark.co.uk



Independent Redress Scheme:

www.tpos.co.uk

