

# Letting and Property Management Services

Set-Up Fee	Specialist Letting Only	Specialist Letting Plus	Full Management	Home Owner	Platinum	Portfolio Management
1. Comprehensive referencing procedure including a credit reference on your tenant	✓	✓	✓	✓	✓	✓
2. The bespoke Finders Keepers tenancy agreement, constantly updated with the latest legislation	✓	✓	✓	✓	✓	✓
3. Inventory and schedule of condition carried out by Finders Keepers' in-house specialists	✓	✓	✓	✓	✓	✓
4. Compliance with 'Right to Rent' legislation and checking of each tenant	✓	✓	✓	✓	✓	✓
Letting and Management Fee						
5. Initial visit to your property by an experienced Finders Keepers Manager	✓	✓	✓	✓	✓	✓
6. Assessment of your requirements and presentation of a marketing strategy to suit you	✓	✓	✓	✓	✓	✓
7. Discussion on rent level and advice on legal aspects of letting	✓	✓	✓	✓	✓	✓
8. Energetic marketing through your local office of Finders Keepers by specialist letting staff	✓	✓	✓	✓	✓	✓
9. Enhanced marketing through Finders Keepers' branch network	✓	✓	✓	✓	✓	✓
10. Prominent display on finders.co.uk of multiple photos, floor plan and EPC*	✓	✓	✓	✓	✓	✓
11. Multi-listing with the very best property portals	✓	✓	✓	✓	✓	✓
12. Your property notified to applicants by telephone, text message and email	✓	✓	✓	✓	✓	✓
13. Regular editorial and advertising by Finders Keepers in local and regional newspapers	✓	✓	✓	✓	✓	✓
14. Viewings accompanied by a member of our local letting team	✓	✓	✓	✓	✓	✓
15. Negotiation of all terms of the tenancy agreement	✓	✓	✓	✓	✓	✓
16. Buildings and Contents Insurance available – please ask for details	✓	✓	✓	✓	✓	✓
17. Service of the correct legal notice as the tenancy end approaches	✓	✓	✓	✓	✓	✓
18. Negotiation by Finders Keepers of applicable new rent level if the tenancy is renewed	✓	✓	✓	✓	✓	✓
19. Automatic re-marketing at least 2 months before the existing tenant leaves	[✓]	[✓]	✓	✓	✓	✓
20. Continuing expert advice from Finders Keepers as necessary	✓	✓	✓	✓	✓	✓
21. Property maintenance and emergency repairs carried out by the landlord	✓	✓		Optional		
22. Invitation to Finders Keepers events and seminars	✓	✓	✓	✓	✓	✓
23. 24-hour online access to your property's viewing, compliance, and tenancy data	✓	✓	✓	✓	✓	✓
24. Advice about upgrades, investment and disposals	✓	✓	✓	✓	✓	✓
25. Rent collection with rent transferred into your account electronically		✓	✓	✓	✓	✓
26. 24-hour online access to your property's rent ledger		✓	✓	✓	✓	✓
27. Printed or emailed annual statement for you and/or your tax advisor		✓	✓	✓	✓	✓
28. Transfer utilities and council tax at all changes of occupant			✓	✓	✓	✓
29. Check-in of your tenant by your Property Manager from your local office			✓	✓	✓	✓
30. Check-out of your tenant by your Property Manager at end of tenancy			✓	✓	✓	✓
31. Negotiation of the deposit allocation, and handover to the TDS, should this become necessary			✓	✓	✓	✓
32. Inspections of your property with a comprehensive report, including photos, to tackle current issues and plan ahead to protect the capital value of your property			2-3	3-4	3-4	2-3
33. Recruitment and regular review of a proven panel of skilled contractors			✓	✓	✓	✓
34. Handling all repairs and maintenance, liaising with tenant and contractor			✓	✓	✓	✓
35. 24-hour Finders Keepers emergency helpline for the peace of mind of landlord and tenant			✓	✓	✓	✓
36. Annual property appraisal meeting on-site with Office Manager, at your request			✓	✓	✓	✓
37. Seamless management of upgrades and refurbishment with Bricks & Mortar and Decorum Interiors			✓	✓	✓	✓
38. Project management of the sale of your property via Inspired Sales & Acquisitions			✓	✓	✓	✓
39. Vacant property management between tenancies or for 1 month, whichever is the longer period			✓	✓	✓	✓
40. Organising relevant safety certificates e.g gas and electrical, including automatic renewal when due*			✓	✓	✓	✓
41. Advice on income projections and specification for your development projects to maximise income					✓	✓
42. A full snagging and sales completion service on new build property in conjunction with the developer					✓	✓
43. Expert updates on the rental market and nationally relevant trends/new legislation etc.					✓	✓
44. Bespoke reporting based on your portfolio's key performance indicators					✓	✓
45. Annual one-to-one meeting with a senior member of the business, at your request					✓	✓
46. Notification of exclusive property investment opportunities					✓	✓
47. Concierge service – whatever needs to be done, we will handle it for you, subject to our discretion					✓	✓

\*Subject to separate charge

Finders Keepers is a trading name of Countrywide Residential Lettings Ltd, Registered Office Cumbria House, 16-20 Hockliffe Street, Leighton Buzzard, Bedfordshire, LU7 1GN. Registered in England Number 02995024 which is an agent and subsidiary of Countrywide Estate Agents, Registered Office, Cumbria House, 16-20 Hockliffe Street, Leighton Buzzard, Bedfordshire, LU7 1GN. Registered in England Number 789476.



## Landlord Schedule of Fees and Charges

We would like to make you aware of the various fees and charges associated with Finders Keepers letting and/or managing your property. For further detail on the services and charges please contact your local office.  
Fees are expressed as a percentage of the agreed rent for the period of the tenancy.  
**For all services, fees are tax deductible and subject to VAT.**

### Letting Fees

Specialist Letting Only	10% of the rent for the term of the tenancy, paid in advance
Specialist Letting Plus	12.5% of the rent, deducted monthly
Full Management	15% of the rent, deducted monthly
Home Owner	16% of the rent, deducted monthly
Portfolio Management	14% of the rent, deducted monthly
Platinum	17.5% of the rent, deducted monthly

Included in the service fee Finders Keepers can organise your EPCs, Gas Safety records, PAT test on electrical appliances, professional cleaning etc. Please note that contractor charges will apply for any of this work carried out.

### Additional Non-Optional Fees and Charges (irrespective of level of service):

The **Set-Up fee** for each new tenancy (not renewals) is 1/2 of a month's rent + VAT and includes:

- Credit referencing
- Tenancy agreement
- Compliance with Right to Rent legislation
- Preparation of the inventory and schedule of condition

The **fee for a renewal tenancy agreement is £95 (inclusive of VAT).**

The **fee for registering the tenant's deposit for each new tenancy and upon renewal is £30 inclusive of VAT.**

**Court appearances and any items not included in our Services will be charged at £150 per hour (inclusive of VAT).**

**Non-Resident Landlord - FK reserves the right to charge £60 (inclusive of VAT) for a quarterly return and £120 (inclusive of VAT) for an annual return.**

**Selective Licensing\* - Where FK manages the property, we will charge £200 (inclusive of VAT) for applying for the licence on your behalf. We can also apply on behalf of landlords who manage the property themselves for a fee of £360 (inclusive of VAT).**

\*Only applies to properties within Oxford City Council's boundary



Independent Redress provided by: TPOs

