

Lettings and Property Management Services

● Specialist Letting Only ● Specialist Letting Plus ● Full Management ● Homeowner ● Portfolio Management

Set-Up Fee

1.	Assessment of your requirements and presentation of a marketing strategy to suit you.	●	●	●	●	●
2.	Marketing materials (e.g. photographs, floor plans etc.) to promote your property for let.	●	●	●	●	●
3.	Enhanced marketing through Finders Keepers' branch network.	●	●	●	●	●
4.	Multi-listing with the very best property portals including finders.co.uk.	●	●	●	●	●
5.	Referencing of tenant(s) to include AML, Sanction checks, and initial Right to Rent checks.	●	●	●	●	●
6.	The bespoke Finders Keepers tenancy agreement, regularly updated with the latest legislation.	●	●	●	●	●
7.	Initial property inventory and schedule of condition undertaken by specialists.	●	●	●	●	●

Lettings and Management Fee

8.	Proactive notification of your property to Finders Keepers' database of suitable applicants.	●	●	●	●	●
9.	Viewings accompanied by a member of our local lettings team.	●	●	●	●	●
10.	Negotiation of all terms of the tenancy agreement.	●	●	●	●	●
11.	Advice on legal aspects of lettings.	●	●	●	●	●
12.	Automatic re-marketing before the existing tenant leaves.	●	●	●	●	●
13.	Ongoing expert advice from Finders Keepers.	●	●	●	●	●
14.	Invitation to Finders Keepers events and seminars, subject to availability.	●	●	●	●	●
15.	Tailored advice regarding upgrades, investment and disposal of your property/ies.	●	●	●	●	●
16.	Rent collection with rent transferred into your account.		●	●	●	●
17.	Quarterly statements (for Making Tax Digital) and an annual statement for you and/or your tax advisor.		●	●	●	●
18.	Online access to your property's viewing feedback, compliance, and tenancy data.			●	●	●
19.	Transfer utility and council tax accounts at tenancy changeovers.			●	●	●
20.	Check-in and Check-out of your tenant by your local FK Property Manager.			●	●	●
21.	Negotiation of the deposit allocation, and handover to the TDS, should this become necessary.			●	●	●
22.	Inspections by your FK Property Manager with a detailed report & photographs updating you on the condition of your property.			2-3	3-4	2-3
23.	Handling all repairs and maintenance, liaising with tenant and contractor.			●	●	●
24.	24-hour emergency helpline manned by FK Property Managers for the peace of mind of landlord & tenant.			●	●	●
25.	Annual property appraisal meeting on site with the Property Manager, at your request.			●	●	●
26.	Organise compliance inspections/checks when due including automatic renewal when due to expire.*			●	●	●
27.	Bespoke service as negotiated to include reporting, regular meetings and advice					●

*Subject to separate charge

As a client of FK, you will also benefit from the services provided by our specialised divisions. These include project management for upgrades and improvements by FK Renovations and FK Interiors, and seamless management of the sales process by FK Sales, if you wish to sell.

Sales: Finders Keepers, FK Sales and Flowers Estate Agents are trading names of Countrywide Estate Agents Limited, Registered in England Number 00789476. Registered Office Witan Gate House, 500-600 Witan Gate West, Milton Keynes, MK9 1GF. **Lettings:** Finders Keepers is a trading name of Countrywide Residential Lettings Limited, Registered Office Witan Gate House, 500-600 Witan Gate West, Milton Keynes, MK9 1GF. Registered in England Number 02995024. Countrywide Residential Lettings Limited is a member of and covered by the ARLA Propertymark Client Money Protection Scheme. Countrywide Residential Lettings Limited is an agent and subsidiary of Countrywide Estate Agents Limited, Registered in England Number 00789476, Registered Office: Witan Gate House, 500-600 Witan Gate West, Milton Keynes, MK9 1GF, VAT number 500 2481 05.



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.

LETTING FEES		INC. VAT
Specialist Letting Only*	1 month's rent plus VAT	- - -
Specialist Letting Plus†	12.5% of the rent	15%
Full Management†	15% of the rent	18%
Homeowner†	16% of the rent	19.2%
Portfolio Management†	14% of the rent	16.8%
Short Let Full Management†	25% of the rent	30%
Short Let Specialist Letting Only*	18% of the rent for the term of the tenancy	21.6%

*Paid in advance, † Deducted monthly

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 work carried out, but FK will not charge an administration fee for organising the work

ADDITIONAL NON-OPTIONAL FEES AND CHARGES *(irrespective of level of service):*

The Set-Up fee for each new tenancy (not short lets) is 50% of a month's rent (60% inc. VAT) and includes:

- Personalised marketing strategy
 - Marketing materials (e.g. photographs, floor plans etc.)
 - Marketing through FK network
- Multi-listing on online portals
 - Referencing of tenant(s)
 - Tenancy agreement
 - Inventory and schedule of condition

The Set-Up fee for a short let is £216 (inc. VAT).

The fee for an Annual Tenancy Review (ATR) and rent review notice is £120 (inc. VAT).

The fee for the renewal non-Housing Act/Contractual tenancy agreement is £120 (inc. VAT).

The fee for administering the tenant's deposit is £50 (inc. VAT) per annum.

The fee for serving possession notice on the tenant is £250 (inc. VAT).

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

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

Selective Licensing - Where FK manages the property, we will charge £200 (inc. 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 (inc. VAT). Selective licensing only applies to properties in Oxford City Council's boundary.

Empty Property Management - FK will conduct weekly visits, forward mail, arrange regular maintenance, and be the emergency contact. fees start from £240 (inc. VAT) pcm.

Independent Redress provided by:



Countrywide Residential Letting Ltd trading as Finders Keepers has Client Money Protection as part of the Propertymark Client Money Protection Scheme. Finders Keepers is an approved member of Propertymark for each of its eight offices. Our Client Money Protection certificate and full details of our Client Money Protection procedures are available on request.