

<i>Landlord's Service Levels &amp; Fee's</i>	Let Only	Let Only Rent Collection	Full Management
Monthly Charge of Rent collected inclusive of VAT	N/A	7.2% (6% + VAT)	12% (10% + VAT)
£= Additional Charge, which will be confirmed on date of instruction.			
Initial Set Up Charge inclusive of VAT	£420.00	£420.00	£300.00
Attending the property and advising Landlord of the marketing strategy and achievable rent.	✓	✓	✓
Creating property particulars including photographs and floorplan (where applicable)	✓	✓	✓
Advertising the property on Company Website and a number of Leading Property Portals.	✓	✓	✓
Erecting a TO LET Board (where applicable)	✓	✓	✓
Full Accompanied viewing service (Attending property with prospective tenants)	✓	✓	✓
Completing application process with prospective tenant and discussing application with Landlord.	✓	✓	✓
Full Tenant Reference, Credit and Affordability Checks, Government Right to Rent Checks.	£	£	£
Obtaining a Guarantor (if required)	£	£	£
Rent Guarantee (6 Months) includes, Notices, Solicitors, Court Paperwork, Court Fee's and Vacant Possession of property.	£	£	£
Rent Guarantee (12 Months) includes all above and is transferrable if tenant vacates.	£	£	£
Preparation of Assured Shorthold Tenancy Agreement and current legal documentation	✓	✓	✓
Collection of deposit, Register and protect with a Government approved deposit scheme.	£18.00	£18.00	✓
Full Photographic Inventory & Schedule of condition.	£	£	£
Arranging and Administrating the Energy Performance Certificate	£	£	£
Arranging and Administrating the Gas Safety Check.	£60.00	£60.00	£60.00
Arranging an Electrical Condition Report.	£	£	£
Check in (Move in appointment with tenant, including informing Utility providers and Council Tax)	£60.00	£60.00	✓
Collection of Rent using a dedicated accounting software with monthly emailed statements.	N/A	✓	✓
Covered under Stephen Tew Government Approved Redress Scheme	N/A	N/A	✓
Regular property inspections and reports provided to Landlord.	N/A	N/A	✓
Arranging of Quotes, Repairs and Maintenance for the property.	N/A	N/A	✓
Check out (Move out appointment at the end of the tenancy)	£60.00	£60.00	✓