



stevens
PROPERTY SALES AND LETTINGS

Our Letting & Property
Management Services

	Let Only	Let Only with Rent Guarantee	Standard Managed	Ultimate inc Rent Guarantee
All charges are including VAT *Let Only & Let Only with Rent Guarantee set up fee = 1x months rent plus VAT or £595 + VAT (£714 inc VAT) whichever is higher. Managed percentage against rent per month. **Standard Managed & Ultimate Managed set up fee £375 + VAT £450 (inc VAT)	* See note opposite	3% + VAT 3.6% (inc VAT) * See note opposite	11% + VAT 13.2% (inc VAT) ** See note opposite	14% + VAT 16.8% (inc VAT) ** See note opposite
Tenancy Commencement Package - see Terms & Conditions			£234	£234
Market appraisal of the property and market comparison report	✓	✓	✓	✓
Marketing advice and maximising investment opportunity	✓	✓	✓	✓
Professional grade advertising photographs			£114	
Production of legally compliant property and area description	✓	✓	✓	✓
Listing on Rightmove, OnTheMarket, Zoopla & Stevensandco.co.uk	✓	✓	✓	✓
Colour advertisement in office window display	✓	✓	✓	✓
Fully accompanied viewings	✓	✓	✓	✓
Full colour brochure	✓	✓	✓	✓
Match and mail out to existing database	✓	✓	✓	✓
Production of professional floorplans				✓
Proposing offers and negotiation of tenancy terms to acceptance	✓	✓	✓	✓
Comprehensive tenant/guarantor referencing and Right to Rent compliance checks	✓	✓	✓	✓
Compose and execute approved tenancy agreement and key handover	✓	✓	✓	✓
Comprehensive rent guarantee & legal expenses cover		✓		✓
Arrange any instructed works prior to tenancy commencement (not inc. contractor costs)			✓	✓
Rent collection and submission of comprehensive landlord monthly statements		✓	✓	✓
Regular property inspections throughout tenancy *Standard Managed annually - Ultimate 6 monthly			✓	✓
Source missing instruction manuals and supply to tenants	£30	£30	£30	✓
Notify utilities (inc. meter reads) and local authority of new tenancy			✓	✓
Collect first month's rent/deposit & pay over to landlord	✓	✓	✓	✓
Register deposit with government regulated scheme and supply prescribed information	£48	£48	✓	✓
Compile detailed accurate photographic inventory and schedule of condition	✓	✓	✓	✓
Detailed bi-annual property inspections against original property condition inventory	£90	£90	£90	✓
Secure spare key storage in office (per annum charge on let only service)	£48	£48	✓	✓
Address any works identified by Tenants on inventory (not inc. contractor costs)			✓	✓
Property visit and provide photographic report detailing tenants care and maintenance	£90	£90	✓	✓
Tenant management for non-compliance of tenancy terms			✓	✓
Arrangements of quotations/estimates and agreed works as necessary			✓	✓
Payment of contractor invoices and other property related invoices through rent roll		£36	✓	✓
Access arrangements with tenants (where using our contractors)			✓	✓
Access arrangements (third party contractors and service agreements), per arrangement			✓	✓
Escort third party contractors to property, per visit			£60	✓
24 hour emergency tenant support (not inc. contractor invoices)				✓
Submission and supervision of insurance claims (subject to FCA regulation)			✓	✓
Collection of monthly rent, pay over minus costs and provide detailed monthly statement by email		✓	✓	✓
Pursue late payment of rent			✓	✓
Prescribed service of Section 8 breach of tenancy notice (not inc. solicitor costs)	£90	£90	✓	✓
Prescribed service of Section 21 tenancy termination notice	£90	£90	✓	✓
Court attendance and bailiff accompaniment			£90	✓
Annual Tax Statement		£40	£40	✓
Ongoing advice for maintaining/improving properties to maximise investment potential			✓	✓
Compliance and legal advice in relation to issues affecting the tenancy (per hr let only)	£60	£60	✓	✓
Negotiate and execute legally compliant fixed term renewal of tenancy			✓	✓
Prescribed service of Section 13 annual rent review	£90	£90	✓	✓
Notify utilities and local authority of tenancy end and meter reads			✓	✓
Final inspection and photographic report against original inventory and schedule of condition			✓	✓
Negotiate agreement and return of the deposit with the tenant (per hr let only)	£60	£60	✓	✓
Vacant property supervision (per visit)		£75 per visit	£90	✓
Overseeing refurbishment works (% of contractors invoice inc VAT)		+ 10% of total cost	12%	✓
Overseas landlord tax retention and provide details to Centre for Non Residents (per quarter)		£60	£60	✓
Providing copy documentation / providing printed and posted documents rather than electronic copies		£30 per document		✓
NB: The payment of contractors, solicitors, court fees, bailiffs and enforcement officer's fees/invoices remain the responsibility of the Landlord.	<div style="border: 1px solid green; padding: 10px; text-align: center;"> <p>Stevens Property Sales & Lettings is a member of The Property Ombudsman Scheme & is a member of a Client Money Protection scheme operated by Money Shield.</p> </div>			
Safety & Compliance				
Energy Performance Certificate	£90			
Gas Safety Certification extra appliance	£90 + £25 per extra appliance			
Electrical Installation Inspection and Certification	£220			
Legionella Risk Assessment	£90			
Supply and install kitemarked battery powered smoke alarm	£40			
Supply and install kitemarked battery powered carbon monoxide alarm	£40			
Supply and install replacement mains operated smoke/heat detector (10 year lifespan)	Price on request			