

In House Letting Services

	BRONZE	SILVER	GOLD
One Off Initial Set Up Fee £330.00 Inc vat <i>(£275.00 + vat)</i>	N/A	✓	✓
Full Marketing:	✓	✓	✓
To Let Board	✓	✓	✓
Coverage on Rightmove Website	✓	✓	✓
Coverage on In House Website	✓	✓	✓
Conducting Viewings	✓	✓	✓
Meeting with all prospective tenants	✓	✓	✓
Processing all tenant application form	✓	✓	✓
Conducting independent credit checks	✓	✓	✓
Personal and professional referencing	✓	✓	✓
Negotiating tenancy terms	✓	✓	✓
Preparing the inventory	X	✓	✓
Preparing the bespoke tenancy agreement	✓	✓	✓
Tenant Check-in	X	✓	✓
In House Fees	£1020.00 Inc vat <i>(£850.00 + VAT)</i>	8.4% Inc Vat pcm (7% + Vat) Example: £800.00pcm x 8.4% = £67.20 <i>(£56.00 +vat)</i>	13.2% Inc Vat pcm (11% + Vat) Example: £800.00pcm x 13.2% = £105.60 <i>(£88.00 + vat)</i>
Complying with Money Laundering Act 2003	✓	✓	✓
Supply of overseas tax exemption forms (if required)	X	✓	✓
Collecting and allocating of deposit to DPS	X	✓	✓
Monthly rent collection	X	✓	✓
Monthly landlord account statements (if required)	X	✓	✓
Following up of any late rent payments	X	✓	✓
Point of contact between Landlord and Tenant	X	✓	✓
Reporting of all maintenance issues to the Landlord	X	✓	✓
Handling any deposit deduction requests	X	✓	✓
Tenant check out	X	✓	✓
Six-monthly Inspections for 12 month + tenancies	X	✓	✓
Managing maintenance issues below £250.00	X	X	✓
Upfront payment of bills up to £250.00	X	X	✓
Coordinating repairs with Landlord and contractors	X	X	✓

Extra Chargeable Options	Cost
Gas Safe Safety Check	£126.00 inc vat <i>(£105.00 + vat)</i>
Gas Safe Safety Check + Boiler Service	£162.00 inc vat <i>(£135.00 + vat)</i>
Electrical Safety Check – 1 to 2 bed property	£180.00 inc vat <i>(£150.00 + vat)</i>
Electrical Safety Check – 3 bed + property	£252.00 inc vat <i>(£210.00 + vat)</i>
Energy Performance Certificate (EPC)	£118.00 inc vat <i>(£99.00 + vat)</i>