



FEES TO LANDLORD

ANY INSTRUCTION IS ON A NO LET, NO FEE BASIS

LETTING SERVICE - 10% + VAT (12% inc VAT)

- **Market your property**
 - Internet advertising, including major letting industry portals and on major social networks
 - Erect a "To Let" board outside the property
 - Call through our list of registered tenants
 - Produce details for our window display
- **Accompanied viewings**
- **Negotiate offers** to include any special/specific clauses
- **Independent referencing** - a specialist investigation agency conducts the following checks:
 - Verify the applicant's current employment details
 - Obtain landlord's reference
 - Check the applicant's credit history to ensure no defaults/County Court Judgments
 - Determine the applicant's suitability
- **Ensure all legal formalities are complete** to include Right To Rent: Immigration Act 2014
- **Receive initial monies**- a six weeks deposit and one month's rent in advance
- **Electronic exchange of the Tenancy Agreement** and supporting documents upon both parties
- **Provide free legal advice** as members of arla propertymark, we have access to a solicitor
- **Contract expiry** - seek intentions of both parties approximately two months in advance of expiry of contract

COLLECTION SERVICE - 12.5% + VAT (15% inc VAT)

In addition to all the points referred to within the Letting Service, we will:

- **Receive the monthly rent**
- **Online transfer** - after deduction of the monthly collection fee, residue will be transferred
- **Monthly statement** - to be forwarded electronically
- **Non-payment of rent** - will be pursued (by phone, electronic correspondence and if necessary by personal visit)

We will also work in conjunction with any legal insurance undertaken and attend court on your behalf

MANAGEMENT SERVICE - 15% (18% inc VAT)

In addition to all points referred to within both the Letting and Collection Service, TLS will:

- **Complete the start of tenancy handover**
 - Release the keys to the property
 - Take meter readings
 - Notify utility providers except for the Council Tax Department and telephone provider
- **Inventory and Schedule of condition** – prepare and compile the inventory (please refer to Additional Services)
- **Check the tenant(s) into the property** (using an inventory where applicable)
- **Conduct quarterly property visits and provide a report relating to the general condition**
- **Annual Gas Safety Certificate/Energy Performance Certificate** – arrange where necessary
- **Maintenance/repairs** - be responsible for the property maintenance/repair issues that may arise
- **End of tenancy inspection - check out of tenants**
 - Retrieve all keys
 - Prepare a schedule of dilapidations (if appropriate) after referral to the signed inventory
 - Manage any dilapidations found and deal with repairs required
 - Negotiate the allocation of the deposit, where applicable
 - Notify the relevant utility companies except for the Council Tax Department and telephone provider with the closing meter readings and the forwarding address of the tenant(s)

