Lettings Service Packages	Tenant Find Only	Standard	Premium
Standard Fees	60% of first months rent	9%	15%
Landlord Admin Fee: Initial tenancy Agreement	✓	£150	✓
Marketing			
Rental Appraisal	✓	✓	✓
Marketing the Property	✓	✓	✓
Accompany Viewings	✓	✓	✓
Pre Tenancy			
Take up Reference checks, credit checks and Right to Rent checks (per person)	B	B	✓
Collect Rent in Advance & Tenancy Deposit	✓	✓	✓
Inventory and Schedule of Condition (Check In Service)	See Additional Services	See Additional Services	✓
Standing order form given to tenants	✓	✓	✓
Notify Utility Providers		✓	✓
Lodge the deposit with the Deposit Protection Service (DPS)		✓	✓
Transfer the Deposit to Landlords DPS Account	A		
Prepare and Supply Move In Statement	✓	✓	✓
Smoke and Carbon Monoxide Test	A	✓	✓
On Going Tenancy			
Receive Rent and Remit to Landlord by Bank Transfer		✓	✓
Itemise Monthly Statements by Post/Email		✓	✓
Property Inspections and Written Report		✓	✓
Rent Arrears Management		✓	✓
Tenancy Renewals/ Rent Review	B	B	✓
Maintenance			
Obtain/Instruct Quotes		12% of Cost	✓
Annual Gas Safety Certificate		A + Cost	Cost
Electrical Appliance (PAT) Testing	B + Cost	A + Cost	Cost
Electrical Safety Inspection	B + Cost	A + Cost	Cost
End of Tenancy			
Eviction Process		Please call	Please call
Serving a Section 13 Notice		B	✓
Serving a Section 8 Notice	-	C	✓
End of Tenancy Check Out Inspection (Only available in conjunction with our Check In Service)	C	B	✓
Negotiate Deposit Release		✓	✓
Preparation of Documents in the Case of Deposit Dispute Claim		B	✓
Court Attendance per Day		C	✓
Additional Services			
Energy Performance Certificate	£95	£95	£95
Legionella Risk Assessment	B + Cost	A + Cost	Cost
EICR & PAT Testing	B + Cost	A + Cost	Cost
Rent Protection		+ 2.5% (on Standard Fee)	✓
Manage Insurance Claims		9% of Claim Value	✓
Manage Major Works		12% + Cost	6% + Cost
Purchasing Items		A + Cost	Cost
Vacant Property Visits (Per Visit and Subject to Written Agreement)		A	✓
Hard copies Tenancy Documents/Statements (per item)		£6	✓
Non-Resident Landlord Monthly Tax Administration Fee		£30	£30
Abortive Let	£360	£360	£360
Termination of Agency Agreement		See T & Cs	See T & Cs
Inventory and Schedule of Condition			
1 Bed /Studio	£120	£120	✓
2 Bed	£150	£150	✓
3 Bed	£180	£180	✓
4 Bed Plus	£210	£210	✓
Administration Fee Scale			
Admin Fee - A: £50 B: £100 C: £150			
All figures are inclusive of VAT at the current rate			