



ST Properties Estate Agents Sales & Lettings

63 James Street
Stoke on Trent
Staffordshire
ST4 5HR

Tenant Finding Service

What is included?

- Guidance on rental market valuation
- Creation of letting advert
- Floor Plan
- Property marketed on portals, social media and website
- To let board
- Telephone screening of applicants
- Accompanied in-person viewings
- Credit and reference checks for up to 2 adults
- Right to Rent checks
- Tenancy agreement
- Pack of compliance documents sent to incoming tenant
 - *How to Rent document, EPC, Gas safety certificate, Electrical safety certificate, details of deposit scheme, and GDPR information**
- Collection of deposit
- Smoke alarms checked prior to move in
- Carbon monoxide detectors checked prior to move in
- Co-ordination of tenant move in
- Property inventory report
- Tenant move in
 - meet and greet tenant, meter readings, issue keys, full tour of property including location of water stopcock, electrical isolation switches and gas isolation valve
- Protection of deposit with government deposit protection scheme

**No Additional Charge
For Inventory Report
& Floor Plans**



**To Let
Board
Included**

**5 Star Service
At An Affordable
Rate**

**Fixed
Price**

What do we charge?

	Let Only clients	Managed clients with 1-2 properties	Managed clients with 3 or more properties
Single Let (whole house)	£495	£395	£295
HMO	£450	£295	

June 2025 V1.0



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Additional services and costs

	Let Only clients	Managed clients
Additional credit & reference checks	£35	£40
Processing guarantors	£35	£40
EPC	£60	£70
Gas safety check & cert (for 1 appliance)	£60	£65
Additional appliance	£15	£15
EICR electrical safety inspection & cert (for up to 3 beds)	£130	£140
Additional bedrooms	£10	£10
Legionella risk assessment	£40	£60
Portable appliance testing (for up to 5 items)	£35	£45
Additional item	£5	£5
Supply & fit Carbon Monoxide detector	£40	£60
Supply & fit smoke detector	£35	£40
Replacing batteries in detectors (plus cost of batteries)	£10	£15
End of tenancy cleans / pre tenancy cleans (dependent on size and condition of property)	POA	POA

**There is an additional charge for arranging an EPC, Gas safety certificate and Electrical safety certificate if the landlord cannot provide current copies.*

***Terms & Conditions apply. ST Properties reserves the right to change its fee structure at any time without prior notice.*

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