



# 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	Fully Managed clients
Additional credit & reference checks	£40	£35
Processing guarantors	£40	£35
EPC	£70	£60
Gas safety check & cert (for 1 appliance)	£65	£60
Additional appliance	£15	£15
EICR electrical safety inspection & cert (for up to 3 beds)	£140	£130
Additional bedrooms	£10	£10
Legionella risk assessment	£60	£40
Portable appliance testing (for up to 5 items)	£45	£35
Additional item	£5	£5
Supply & fit Carbon Monoxide detector	£60	£40
Supply & fit smoke detector	£40	£35
Replacing batteries in detectors (plus cost of batteries)	£15	£10
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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