



# ST Properties Estate Agents Sales & Lettings

63 James Street  
Stoke on Trent  
Staffordshire  
ST4 5HR

## Fully Managed Service

### What is included?

- Management of data under GDPR regulations
- Co-ordination of all compliance checks
- Fully compliant documentation for tenants
- Monthly income and expenditure statements
- 24/7 emergency contact for tenant, with variety of contact method options
- Key holding
- Month 6 property inspection with written report for landlord
- Rent collection
- Rent arrears management  
(all stages up to and including legal action pending letter)
- Co-ordination of property repairs and maintenance
- Month 11 property inspection with written report for landlord
- Tenant check out (key return, meter reads, securing property)
- Processing outbound deposit (where there are no disputes)
- No cost for agent to agent handover for clients moving from other letting agents

**7.5% To 9.5%**  
**Ultra Competitive**  
**Rates**

**5 Star Service**  
**At An Affordable**  
**Rate**

**In House**  
**Maintenance**  
**Team**

### What do we charge?

	Managed clients with 1-2 properties	Managed clients with 3 or more properties
Single Let (whole house)	9.5%	7.5%
HMO	9.5%	

June 2025 V1.0



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[www.st-properties.co.uk](http://www.st-properties.co.uk)

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## Additional services and costs

EPC	£60
Gas safety check & cert (for 1 appliance)	£60
Additional appliance	£15
EICR electrical safety inspection & cert (for up to 3 beds)	£130
Additional bedrooms	£10
Legionella risk assessment	£40
Portable appliance testing (for up to 5 items)	£35
Additional item	£5
Supply & fit Carbon Monoxide detector	£40
Supply & fit smoke detector	£35
Replacing batteries in detectors (plus cost of batteries)	£10
Right To Rent follow up check (per tenant)	£10
Tenancy Renewal	£15
Process outbound deposit with dispute	£35
Check out report	£40
Void property inspections	£15
Dealing with utility companies (per hour)	£30
Key cutting (plus cost of keys)	£10
Additional maintenance quotes (if more than 3 required)	£5
Additional requested property visit	£20
Preparation & Service of Statutory notices	£25
Preparation of documents for court proceedings	£70
Attendance at court (per hour)	£60
Assisting with insurance claims (per hour)	£30
Duplicate income and expenditure statement	£5
End of tenancy cleans / pre tenancy cleans (dependent on size & condition of property)	POA

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