



PROPERTY MANAGEMENT PACKAGES

GOLD PACKAGE

Full Management Service: Set up Fee: £600+ VAT (£720 inclusive of VAT), then 12% + VAT (14.4%).

Our Full Management Service offers all the benefits of our Let Only service, plus additional comprehensive management to ensure your property is well taken care of throughout the tenancy. This truly is a hands-off approach for landlords who want complete peace of mind.

Key Features of Our Full Management Service:

- **Monitoring and Collection of Rent:** We'll take care of rent collection and monitor payments to ensure you receive them on time, every time. Any late payments or issues are dealt with swiftly.
- **Periodic Property Inspections:** We'll arrange at least two property inspections per year to ensure your property is being well-maintained and that tenants are respecting the terms of the tenancy agreement.
- **24/7 Emergency Repair Line:** Tenants have access to our 24/7 repair line to report any out-of-hours emergencies, ensuring they have the support they need at all times.
- **Repairs and Maintenance:** We will arrange for any necessary repairs through our network of approved contractors, managing the process from start to finish.
- **Legal Compliance:** We maintain accurate records of your legal responsibilities, including Gas Safety Certificates, EICRs (Electrical Installation Condition Reports), and EPCs (Energy Performance Certificates), ensuring that your property remains fully compliant with all relevant laws.
- **Tenant Communication:** We handle all interactions with tenants on your behalf, from addressing concerns and queries to managing the day-to-day needs of the tenancy.
- **End-of-Tenancy Notices:** We will send the necessary notices to the tenant two months before the end of the tenancy, ensuring smooth transition and timely notice periods.
- **Tenancy Extensions:** If your tenant wishes to stay longer, we'll handle the extension of the tenancy agreement, ensuring that all terms are updated and agreed upon.
- **Check-In and Check-Out Inventories:** We will ensure check-in and check-out inventories are completed professionally, protecting both you and your tenant and making sure there is no ambiguity when it comes to the condition of the property.
- **Deposit Administration:** We will manage the return of the tenant's deposit at the end of the tenancy, ensuring that any deductions for damages or unpaid rent are properly documented.
- **Key Holding:** We hold the keys to the property throughout the tenancy, ensuring that access is available when needed for inspections, repairs, or any other legitimate reasons.

Why Choose Full Management?

This service takes the day-to-day management of your property completely off your hands, allowing you to enjoy the benefits of property investment without the hassle. From rent collection to legal compliance, tenant communication to repair management, we handle it all.

SILVER PACKAGE

Let and Rent Collection Service: One months rent plus VAT (minimum fee of £600 plus VAT (£720 inclusive of VAT), then 10% +VAT (12%))

Includes Let Only Service, plus:

- Collection of monthly rent
- Tenants can use our secure online payment portal
- We will handle all communication with tenants regarding rent payments, including reminders and payment confirmations
- You will receive detail reporting of any outstanding balances to help keep track of your property financials.
- Follow up on any late payments according to our procedures, while maintaining a professional relationship with your tenant.

BRONZE PACKAGE

Let Only Service: one month's rent + VAT (minimum fee £600 plus VAT (£720 inclusive of VAT), then 8% + VAT), (9.60%)

Our Let Only Service provides everything you need to find and secure the right tenant for your property while allowing you to maintain control of the day-to-day management. Here's how we help you from start to finish:

- Arrange Viewings for Prospective Tenants
- We will coordinate and arrange property viewings, ensuring that your property gets maximum exposure to suitable tenants.
- Processing Tenant Applications
- Once prospective tenants show interest, we will handle the application process, including performing thorough credit and reference checks using HomeLet VISTA platform, to ensure the tenants are financially reliable and meet the necessary criteria.
- Preparation of Tenancy Agreements
- We will draft a suitable tenancy agreement that outlines all terms and conditions, protecting both you and the tenant, and ensuring full legal compliance.
- Overseeing the Signing of Tenancy Agreements
- We manage the signing of the tenancy agreement, ensuring all documentation is completed correctly and legally binding.
- Collection of First Month's Rent
- We will ensure the first month's rent is collected upfront before the tenant moves in, giving you peace of mind that rent payments are secured.

With our **Let Only Service**, you handle the day-to-day management of the property, but we assist with the essential tasks of finding and securing a reliable tenant. This is the ideal service for landlords who want to maintain control over their property but prefer to have professional support in sourcing tenants and handling the legal paperwork.

Additional Fees

Deposit Registration Fee: £60 + VAT

- Protect the security deposit with TDS Insured Scheme and provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of tenancy start

Tenancy Agreement Renewal Fee: £150 + VAT

- Protect the security deposit with **mydeposits** Deposit Protection Scheme and provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of tenancy start

Energy Performance Certificate: £100 + VAT

- Arrange and provide EPC to include cost of certificate and arrangement fee

Gas Safety Certificate: £100 + VAT

- Arrange and provide Landlord's Gas Safety Certificate to include cost of certificate and arrangement fee

Electrical Installation Condition Report: starting from £180 + VAT, depending on the number of bedrooms

- Arrange and provide EICR to include cost of report and arrangement fee

Legionnaire's Risk Assessment: £90 + VAT

- Arrange and provide LRA to include cost of assessment and arrangement fee

Smoke Alarms & Co Detectors: £40 + VAT

- Supply of battery powered Smoke & CO alarms where legislation allows; please note that newer builds will require replacement hard-wired alarms to comply with building regulations

Additional Property Visits : £40 + VAT

- For an agent to attend for specific requests such as neighbour disputes, additional inspections, vacant properties or any maintenance-linked visit

Applicable to non-managed landlords only:

Photographic Inspection Report: £60 + VAT

- Complete and send photographic mid-term report

Photographic Check-Out Report: £150 + VAT

- Comprehensive photographic report of schedule of condition on specialist software

Section 8/Section 21/Section 13 Notices: £50 + VAT

- Preparation and service of relevant Notice requiring possession or legal service of rent increase notice

Other Tenant Letters: £30 + VAT per letter

- To include rent demands in the event of non-payment of rent, breach of tenancy, 24 hours notice to access property etc.