

## FULL MANAGEMENT SERVICE

**When we are given written permission from the landlord our Full Management service is 12% Plus VAT pcm There will be an additional admin fee of £200.00 plus vat (£240.00) ; inventory fees are between £60 plus vat & £200 plus vat , dependant on property size . The service includes all of the following:**

- The property will be placed on our comprehensive marketing rental list.
- We will commence our high-profile advertising campaigns such as Rightmove, On the Market and Facebook., including our own website.
- We will automatically arrange for a “To Let” Board to be erected on instruction and advertise the property unless you instruct otherwise.
- Prospective tenants will be accompanied to view the property by professional and experienced staff.
- Comprehensive reference and credit checks, via an independent referencing agency, will be obtained for the prospective tenants, the cost of this is included in the admin fee for up to two applicants.
- A full check in and out inventory will be provided for your property including a condition report, subject to the above fees.
- A Landlord Gas Safety report is required for the property, this is required by law. (The fee for this is payable by the landlord) At present this is £72.00 inc VAT
- An EPC (Energy Performance Certificate) will be obtained and made available for the property, required by law. If no current EPC available then the fee for obtaining this is payable by the landlord at present this is £45.00 inc
- A deposit will be obtained equivalent to 5 weeks rent, we will register the deposit with the DPS (Deposit Protection Scheme) within the required 30 days of the tenancy start date.
- The tenancy agreement will be for a minimum term of 6 months and will continue on a month to month basis beyond the initial period unless otherwise instructed.
- Rent will be collected on a monthly basis and accounted to the landlord by bank transfer. We provide a full statement each month via e mail.
- The property will be inspected every 6 months, after an initial ,settle in visit at approx 6 weeks, for the duration of the tenant’s term at the property, with a comprehensive report then issued.
- We will handle all property maintenance issues, organise for experienced and reliable contractors to attend, diagnose and conduct any works to the property. If you have preferred contractors, we are happy to use this at your request.
- When a tenant vacates the property a Check Out inventory will be carried out by the same company that conducted the Check In Inventory. If there is damage, breakages or if the property requires cleaning this will be attended to and charges may be deducted from the deposit held (fair wear and tear accepted), once agreed by both parties. In instances where parties do not agree to potential deductions, the amount of the deposit in question will be dealt with using the DPS procedure and the “undisputed” amount returned to the tenant or sent to the landlord whichever is applicable.

**Please ask about our landlord specific rent warranty and insurances.**

## **RENT COLLECT SERVICE**

**Some of our landlords prefer to use their own contractors to carry out any maintenance or replacement of items in the property and we provide this service for those who still like to remain 'hands on'.**

**Our rent collect service is 8% + VAT pcm, There will be an additional admin fee of £200.00 plus vat (£240.00); inventory fees are between £100.00 plus vat & £300.00 plus vat, dependant on property size . The service includes all of the following:**

- The property will be placed on our comprehensive marketing rental list.
- We will commence our high-profile advertising campaigns such as Rightmove, On the Market and Facebook., including our own website.
- We will automatically arrange for a "To Let" Board to be erected on instruction and to advertise the property, unless you instruct otherwise.
- Prospective tenants will be accompanied to view the property by professional and experienced staff.
- Comprehensive reference and credit checks, via an independent referencing agency, will be obtained for the prospective tenants, the cost of this is included in the admin fee for up to two applicants.
- A full check in and out inventory will be provided for your property including a condition report, subject to the above fees.
- A Landlord Gas Safety report is required for the property, this is required by law. (The fee for this is payable by the landlord) At present this is £72.00 inc VAT
- An EPC (Energy Performance Certificate) will be obtained and made available for the property, required by law. If no current EPC available then the fee for obtaining this is payable by the landlord at present this is £45.00 inc
- A deposit will be obtained equivalent to 5 weeks rent
- We will register the deposit with the DPS (Deposit Protection Scheme) within the required 30 days of the tenancy start date.
- The tenancy agreement will be for a minimum term of 6 months and will continue on a month to month basis beyond the initial period unless otherwise instructed.
- Rent will be collected on a monthly basis and accounted to the landlord by bank transfer. We provide a full statement each month via e mail.
- When a tenant vacates the property, it will be inspected with our inspection both incorporating and utilising our inventory. If there is damage, breakages or if the property requires cleaning this will be attended to and charges will be deducted from the deposit held (fair wear and tear accepted), once agreed by both parties. In instances where parties do not agree to potential deductions, the amount of the deposit in question will be dealt with using the DPS procedure that has to be followed and the "undisputed" amount returned to the tenant or sent to the landlord whichever is applicable.

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## **TENANT FIND ONLY SERVICE**

**This service is more suited to experienced landlords wishing to have a high level of involvement in the letting and management of their property.**

**Our tenant find service is 60% of one months rent (50% plus vat) or £598.80 (£499.00 plus vat) whichever is the greater amount, plus an admin fee of £200.00 plus vat (£240.00) . Our inventory fees are between £100.00 plus vat & £300.00 plus vat dependant on property size and furnishing.**

- The property will be placed on our comprehensive marketing rental list.
- We will commence our high-profile advertising campaigns such as Rightmove, On the Market and Facebook. including our own website.
- We will automatically arrange for a “To Let” Board to be erected on instruction and to advertise the property unless you instruct otherwise.
- Prospective tenants will be accompanied to view the property by professional and experienced staff.
- Comprehensive reference and credit checks, via an independent referencing agency, will be obtained for the prospective tenants; the cost of this is included in the admin fee for up to two applicants.
- A deposit will be obtained equivalent to 5 weeks rent and will be paid to the landlord.
- The first month’s rent will be collected and paid to the landlord, less our fee for the tenancy agreement, admin and securing the tenant.
- The tenants will be supplied with the landlord’s full contact details so that they may contact the landlord in the event of any breakdowns or repairs needed at the property.
- An EPC (Energy Performance Certificate) will be obtained and made available for the property, required by law. If no current EPC available then the fee for obtaining this is payable by the landlord at present this is £45.00 inc
- A full check in and out inventory will be provided for your property including a condition report.

### **N.B THE FOLLOWING IS THE RESPONSIBILITY OF THE LANDLORD:**

- To register the deposit within 30 days of the start date of the tenancy with their chosen Tenancy Deposit Scheme.
- Routine inspections, handling of any end of tenancy deposit disputes.
- Repairs and maintenance and legal document renewals**
- Provide a copy of the Landlord’s Gas Safety report and a current EPC to Brown and Kay **before** the signing of a tenancy.

### **THE FOLLOWING OPTIONS ARE AVAILABLE AT A COST TO THE LANDLORD:**

- Routine inspections can be carried out at £50.00 + VAT (£60.00) per visit (we recommend on a 6-monthly basis)

**Please ask about our landlord specific rent warranty and insurances.**