

	Tenant Find (Letting Only)	Rent Collection	Full Management
	45% of one month's rent + VAT	7% of rent (on-going) + VAT	12% of rent (on-going) + VAT
Rental appraisal of property, advise on current market conditions and expected levels of rent	✓		
Prepare property particulars for advertising	✓		
Ensure all legal and Health & Safety requirements are met	✓		
Marketing property through main property portals (Rightmove, Zoopla Etc.) including our own website	✓		
Erect a "To Let" marketing board at the property	✓		
Conducting all viewings with prospective tenants including tenant interviewing and selection	✓		
Apply for and obtain relevant personal and financial references in connection with each party that will sign the Tenancy Agreement	✓		
Conduct initial Right to Rent checks on prospective tenants. Right to Rent is a mandatory requirement under the Immigration Act	✓		
Prepare all necessary Tenancy Agreements and relevant notices and co-ordinate the signing of the same by the Tenants	✓		
Collect one month's rent in advance	✓		
Collect a deposit in respect of dilapidations and for any non-performance of the Tenant's obligations.	✓		
Arrange for the preparation of an inventory of fixtures and fittings if required (subject to additional charges)	✓		
Advise the in-going Tenant(s) of the procedure for changing the appropriate utilities	✓		
Make arrangements for the demand of the monthly rent due from the Tenant(s) in respect of the property let.		✓	✓
Upon receipt of the rent paid by the said Tenant(s), pay the same over to your nominated Bank/Building Society account.		✓	✓
Prepare monthly statements detailing payment received by the Agent on behalf of the Landlord's let property		✓	✓
Arrange and co-ordinate the Tenant's occupation and vacation of the premises.			✓
Deal with any disputes arising following the return of the tenants deposits and any necessary deductions			✓
Conduct bi- annual property inspections with a written report if requested by the Landlord.			✓
Arrange for appropriate tradesmen to carry out necessary maintenance/repairs to a maximum agreed amount			✓
Arrange for all regular safety checks to be completed (GAS,ELECTRIC, EPC & EICR)			✓
Annual rent reviews.			✓
Ensure all client money is protected in line with current regulations.			✓