

LEVELS OF SERVICE	Rent Collection 8% inc VAT	Tenant Introduction 10% inc VAT (one off Payment)	Full Management 14% inc VAT
<b>MARKETING</b>			
Advise on Current Market conditions and preparation of property for letting		✓	✓
Agree the market rent and find a Tenant in accordance with the Landlord Guidelines		✓	✓
Erect board outside the property in accordance with Town and Country Planning Act 1990		✓	✓
Market the property and advertise on relevant portals		✓	✓
Carry out accompanied viewings (as appropriate)		✓	✓
Negotiate with Tenant		✓	✓
<b>MANAGEMENT</b>			
Contract negotiation, amending and updating Terms		✓	✓
Arrange Check-in/checkout	✓	✓	✓
Arrange full inventories if required	✓	✓	✓
Advise all relevant utility providers of changes			✓
Property inspections every six months, notify Landlord of the outcome			✓
Update Tenancy Agreement			✓
Hold keys throughout the Tenancy term			✓
Review rent in accordance with current market conditions, advise Landlord			✓
Agree with the tenant's check-out date and time of appointment			✓
<b>RENT</b>			
Arrange method of payment with Tenant	✓	✓	✓
Collect and remit the rent received	✓	✓	✓
Deduct commission	✓	✓	✓
Agree collection of any shortfall and payment method	✓	✓	✓
Pursue non-payment of rent and provide advice on rent arrears actions	✓		✓
<b>LEGAL &amp; COMPLIANCE</b>			
Provide guidance on compliance with statutory provisions and Letting consents			✓
Arrange Gas Safety Certificate/EPC/Electrical Certificate			✓
We provide first 12 month's Rent Protection Cover provided by HomeLet, subject to approved Tenant references			✓
Serve Section 13 Notice under The Housing Act 1988. Notice to be issued by the Landlord to the Tenant in order to increase the rent after the initial fixed period has expired and the tenancy is in the statutory periodic tenancy			✓
Make any necessary HMRC deduction		✓	✓
<b>TENANTS DEPOSIT</b>			
Register Landlord and Tenant details and protect the security deposit with The Deposit Protection Scheme which is a Government authorised scheme		✓	✓
Provide the Tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of Tenancy			✓
Negotiate with Landlord and Tenant any disbursement of the security deposit			✓
Return deposit as agreed with Landlord and Tenant to relevant parties			✓
Remit any disputed amount to Scheme for final adjudication			✓
<b>REPAIRS AND REFURBISHMENT</b>			
Provide repairs emergency 24/7			✓
Arrange routine repairs and instruct approved contractors with Landlord consent			✓
Arranging access and assessing costs with contractor. Ensuring works have been carried out in accordance with the specification of works			✓
Instruct contractors, obtain quotes, organise repairs/replacement/cost of any broken or missing items at the end of the Tenancy			✓
Advice on refurbishment			✓