

Landlord – Levels of service

| | Tenant Find £450.00 inc. VAT | Fully Managed £250.00 inc. VAT plus 10% of monthly rent |
|---|------------------------------------|--|
| Agree the rental value | | |
| Provide guidance on compliance with statutory provisions and letting consents | | |
| Advice on refurbishment requirements | | |
| Erect board outside property in accordance with Town and Council Planning Act 1990 (where possible) | | |
| Market the property and advertise on relevant portals | | |
| Carry out accompanied viewings (as appropriate) | | |
| Find tenants and arrange references, including Right-to-Rent checks | | |
| Draw up tenancy agreement | | |
| Complete inventory | | |
| Advise on non-resident tax status and HMRC (if relevant) | | |
| Complete tenant check-in | | |
| Collect and remit initial months' rent | | |
| Provide tenants with method of payment | | |
| Deduct any pre-tenancy invoices | | |
| Make any HMRC deductions and provide tenant with the NRL8 (if relevant) | | |
| Advise all relevant utility providers of any changes, including Council Tax | | |
| Agree collection of any short-fall and payment method | | |
| Provide a Statement of Account to the Landlord, showing fees deducted | | |
| Demand, collect and remit the monthly rent | | |
| Protect the security deposit with a Government authorised scheme | | |
| Arrange statutory requirements and payment (e.g. Gas Safety Certificate) | | |
| Pursue non-payment of rent and provide advice on rent arrears actions | | |
| Undertake two routine visits per annum and notify the outcome to the landlord | | |
| Review rent and update the tenancy agreement | | |
| Contract negotiation and renewal (at the end of a fixed term contract) | | |
| Right-to-Rent follow up check | | |
| Arrange routine repairs and instruct approved contractors (providing three quotes) | | |
| Receive notices from the tenant and take appropriate action | | |
| Serve any notices to the tenant on behalf of the landlord | | |
| Security deposit dilapidation negotiations | | |
| Hold keys throughout the tenancy term | | |
| Complete check-out at the end of the tenancy | | |