

## Landlord – Levels of service

	Tenant Find £600.00 inc. VAT	Fully Managed £300.00 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		