

CLEAR AND TRANSPARENT

Rest assured as a member of The Property Ombudsman (TPO) for lettings we subscribe to the TPO's codes of practice. This government approved independent redress scheme gives consumers additional protection beyond that required by law. Our Clients and customers have peace of mind that there is free and fair redress available in the unlikely event of an unresolved dispute involving our agency.

As regulated members of ARLA this means that any monies we hold on your behalf is insured. This gives you peace of mind and financial protection with the knowledge that your money will always be safe in our hands under the ARLA Client Money Protection Scheme.

www.propertymark.co.uk/working-in-the-industry/member-requirements

OUR ASSOCIATE AGENTS TENANT FIND

Their services:-

- Agree the market rent and find a tenant in accordance with the landlord guidelines
- Provide guidance on compliance with statutory provisions and letting consents
- Carry out accompanied viewings (as appropriate)
- Market the property and advertise on relevant portals
- Referencing Tenants (max 2) using a Third Party professional credit referencing agency, to include identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers/ landlords and or any other relevant information to assess affordability.
- Referencing Guarantor (if applicable).
- Contract negotiation (amending and agreeing terms) and arranging the tenancy and agreement
- Collect and remit initial months' rent received after deduction of any pre tenancy invoices

MANAGEMENT FEE

5% + vat

- Collect and remit the monthly rent received
- Deduct commission and other works (as advised by landlord)
- Arrangement of payment from rental for statutory requirements
- Pursue non-payment of rent and provide advice on rent arrears actions
- Advise all relevant utility providers of changes
- Advise council tax of changes
- Undertake 6 monthly inspections and report to landlord on outcome
- Arrange routine repairs and instruct approved contractors (providing two quotes)
- Hold keys throughout the tenancy term

Additional fees:-

- Inventory and Check in fee - between £150.00 and £250.00 (excl vat) for a 1 to 4 bedroom property depending on the property characteristics (for larger properties a quote will be provided)
- Deposit registration fee - £60.00 (excl vat)
 - Register landlord and tenant details and protect the security deposit with a government authorised scheme
 - Provide the tenant (s) with the deposit certificate and prescribed information within 30 days of start of tenancy
- Additional property visits - £60.00 (excl vat)
 - To attend for specific requests, non- maintenance linked.
- Submission of non-residents landlords receipts to HMRC - £60.00 (excl vat) Quarterly
 - To remit and balance the financial return to HMRC quarterly - and respond to any specific query relating to the return from the landlord or HMRC

- Arrangement fee for works
 - Over £250.00 in value - 7.5% on net cost
 - Over £700.00 in value - 10% on net cost
 - Arranging access and assessing costs with contractor
 - Ensuring work has been carried out in accordance with the specification of works
 - Retaining any warranty or guarantee as a result of any works
- Obtaining additional quotes - £20.00 (excl vat) per quote
- Rent Review fee - £60.00 (excl vat)
 - Review rent in accordance with current prevailing market condition and advise the landlord
 - Tenant negotiation
 - Update the tenancy agreement
 - Serve section 13 notice if tenancy on a rolling monthly basis
- Energy Performance Certificate - £120.00 (excl vat)
- Gas Safety Certificate - £85.00 (excl vat)
- Direct 'live' access through a portal to your property fees account - £15.00 (excl vat) p/m - per property