

Service levels available to landlords

You'll find that honesty and clarity form the cornerstone of all your dealings with us. Our fee structure is simple to understand and we guarantee that there are no 'hidden costs'.

Let Only Service

Our Let Only service is a great introductory package for landlords who are experienced with the management, rent collection and maintenance of their property. Our standard fee equates to one month's rent plus VAT, payable on the commencement of the tenancy.

Let & Rent Collection Service

Our Let & Rent Collection service is ideal for those equipped to deal with maintenance issues should they arise but do not want the hassle of rent related matters. Commission at 14% (11.66% + VAT) is payable monthly from the rent collected, with a one-off setup charge of £300 (£250 plus VAT) per tenancy.

Full Management Services

Our most comprehensive service is great for those new to the property market, managing multiple properties or looking for minimal stress and involvement with the property management. 16% (13.33% + VAT) commission is payable monthly from the rent collected, with a one-off setup charge of £300 (£250 plus VAT) per tenancy. The level of communication you desire relating to the property can be agreed at commencement.

Letting Service Options	Let Only	Let and Rent Collection	Full Management
Marketing			
Rental Appraisal & Pre-Letting Advice	Included	Included	Included
Marketing the Property	Included	Included	Included
Accompany Viewings	Included	Included	Included
Pre Tenancy			
Obtain References, Undertake Credit Checks and Right to Rent Checks	Included	Included	Included
Collect Initial Rent and Tenancy Deposit In Advance	Included	Included	Included
Arrange Inventory, Schedule of Condition and Check In	£36+cost	£36+cost	Included
Complete Agents' Tenancy Agreement	Included	Included	Included
Transfer Utilities	Included	Included	Included
Lodge the Deposit with the Deposit Protection Service	£45	£45	Included
Transfer the Deposit to the Landlords Deposit Scheme	Included	Included	Included
Prepare and Supply Move In Statement	Included	Included	Included
Smoke and Carbon Monoxide Test	N/A	N/A	Included
On Going Tenancy			
Receive Rent and Remit to Landlord by BACS	N/A	Included	Included
Itemise Monthly Statements	N/A	Included	Included
Interim Property Inspections With Written Report	£120	£120	Included
Rent Arrears Management	N/A	Included	Included
Supplemental Agreements	£120	£120	£120
Additional Property Visits	£80	£80	£80
Annual Rent Review with Service of Section 13 Notice	£200	£200	£200
Service of Section 8 Notice	N/A	N/A	£350
Maintenance			
Obtain More Than Two Contractors' Quotes	N/A	N/A	£36
Arrange Annual Gas Safety Inspection	N/A	£36 + cost	cost
Arrange Electrical Appliance (PAT) Test	N/A	£36 + cost	cost
Arrange Electrical Safety Inspection	N/A	£36 + cost	cost
Arrange Remedial Works Identified from Electrical Safety Inspection	N/A	Cost + 10%	Cost + 10%
End of Tenancy			
Arrange Check Out Inspection	£36 + cost	£36 + cost	Included
Negotiate Deposit Release	N/A	N/A	Included
Preparation of Documents In the Case of Deposit Dispute Claim	£120	£120	Included
Preparation of Documents for your Solicitors/Court Attendance	N/A	£120	Included
Other Charges			
Rent Protection Cover *	N/A	£120 + cost of premium	£120 + cost of premium
Legal Expenses Cover *	N/A	£120 + cost of premium	£120 + cost of premium
Manage Insurance Claims (Not Processing Claim)	N/A	N/A	10% of cost
Arrangement Fee for Repair Works	N/A	N/A	Included
Arrangement Fee for Repair Works Over £400.00	N/A	N/A	10% of cost
Purchasing Items	N/A	N/A	cost
Legionella Risk Assessment	£36 + cost	£36 + cost	cost
Arrange Preparation of Energy Performance Certificate	£36 + cost	£36 + cost	cost
Vacant Property Visits (per Visit and Subject to Written Agreement)	£80	£80	
Sale of Property where instruction (Based on Sale Agreed Price)	1.20%	1.20%	1.20%
Abortive Let	£360	£360	£360
Additional Copy of Tenancy Documents / Statements (per item)	£18	£18	Included
Non-Resident Landlords Monthly Tax Administration Fee	N/A	£36	£36
Attendance at Court or Tribunals	N/A	£240 inc vat,	£240 inc vat,
		per hour for each staff member	per hour for each staff member

Notes

All figures are inclusive of VAT at the current rate.

These figures are a guide only and not contractual. * Terms and Conditions Apply



INDEPENDENT REDRESS:
www.tpos.co.uk



Additional services available to landlords, if required

Energy Performance Certificate

(EPC In order to comply with the law and if required, we will arrange the completion of an Energy Performance Certificate by a qualified Domestic Energy Assessor UNLESS you advise us that you will be making your own arrangements and provide us with copy of the certificate on instruction of services.

£96.00

In addition to admin fee
noted for L&RC

Landlords' Gas Safety Inspection

In order to comply with the law, we shall arrange, at your expense, for a qualified Gas Safe engineer to carry out the required inspection and provide a certificate UNLESS you advise us that you will be making your own arrangements and provide us with copy of the certificate prior to any tenancy taking occupation. A formal quote will be provided before commencement of work.

from

£96.00

In addition to admin fee
noted for L&RC

Electrical Safety Inspection

We can arrange for a qualified electrician to complete a safety inspection of your property. A formal quote will be provided before commencement of work.

from

£120.00

Per report
In addition to admin fee
noted for L&RC

Rent Protection and Legal Expenses Cover

- 90% of the monthly rent paid for up to a maximum of six months from the date of the first arrears
- If a tenant fails to vacate and you want to move back in, underwriter will cover both alternative accommodation (up to £175/day) and storage costs (up to £15/day) for 30 days.
- You receive 100% of the monthly rent owed until you achieve vacant possession. If you submit the claim between days 46 and 90 of arrears, underwriter applies a one-month rent excess penalty.
- Legal costs covered to pursue tenants or other parties for direct physical damage to your property or its contents (disputed damage value must exceed £1,000). Crucially, the policy also pays up to £1,000 on top of the deposit towards damage costs and dilapidations.
- If the first month's rent isn't paid after signing a tenancy, you can now claim immediately without impacting future claims.

To Be Quoted

In addition to fee
noted

Inventory & Schedule of Condition at Check In or Check Out

Dependent on the number of bedrooms and/or size of the property and outbuildings:

- Agree with tenant a check in inspection at commencement of tenancy
- Agree with tenant a check out inspection at the end of the tenancy
- Instruct inventory provider to attend both inspections
- Negotiate with landlord and tenant any disbursement of the security deposit
- Return deposit as agreed with landlord and tenant to relevant parties.

£96.00
In addition to admin fee
noted

Check In	Furnished studio/ 1 bed	£65
Check In	Furnished 2 bed	£70
Check In	Furnished 3 bed	£75
Check In	Furnished 4 bed	£80
Check In	Unfurnished studio / 1 bed	£60
Check In	Unfurnished 2 bed	£65
Check In	Unfurnished 3 bed	£70
Check In	Unfurnished 4 bed	£75

Check Out	Furnished studio/ 1 bed	£75
Check Out	Furnished 2 bed	£80
Check Out	Furnished 3 bed	£95
Check Out	Furnished 4 bed	£105
Check Out	Unfurnished studio / 1 bed	£65
Check Out	Unfurnished 2 bed	£75
Check Out	Unfurnished 3 bed	£85
Check Out	Unfurnished 4 bed	£95

Inventory	Furnished studio/ 1 bed	£90
Inventory	Furnished 2 bed	£95
Inventory	Furnished 3 bed	£100
Inventory	Furnished 4 bed	£105
Inventory	Unfurnished studio / 1 bed	£85
Inventory	Unfurnished 2 bed	£90
Inventory	Unfurnished 3 bed	£95
Inventory	Unfurnished 4 bed	£100

Inventory & Check In	Furnished studio/ 1 bed	£100
Inventory & Check In	Furnished 2 bed	£125
Inventory & Check In	Furnished 3 bed	£140
Inventory & Check In	Furnished 4 bed	£172.50
Inventory & Check In	Unfurnished studio / 1 bed	£87.50
Inventory & Check In	Unfurnished 2 bed	£102.50
Inventory & Check In	Unfurnished 3 bed	£127.50
Inventory & Check In	Unfurnished 4 bed	£142.50

WHERE APPLICABLE, ALL PRICES ARE INCLUSIVE OF VAT AT THE PREVAILING RATE.