

# SCHEDULE OF SERVICE

Lettings & Management Fees to Landlords	★ MOST POPULAR		
	Full Management Man Fee 16.5% inc VAT Set up Fee £360 inc VAT	Let & Rent Collect Monthly 6% inc VAT Set up Fee £360 inc VAT	Let Only 72% inc VAT (first months rent) Set up Fee £360 inc VAT
Rental appraisal of your property	✓	✓	✓
Full marketing of your property and viewings	✓	✓	✓
Stringent tenant selection and referencing (to include guarantor referencing if applicable)	✓	✓	✓
Conduct certified government right to rent checks on each tenant	✓	✓	✓
Preparation of the tenancy agreement and all related legal documentation	✓	✓	✓
Collection of the first months rent and deposit prior to tenancy start date in cleared funds	✓	✓	✓
Inventory preparation	POA	POA	POA
Assist tenants in setting up standing order	✓	✓	✓
Comprehensive handover on the move in date	✓	✓	✓
Registering of the damage deposit in government approved deposit account and issue prescribed information to the tenants	£60 inc VAT (Annual)	£60 inc VAT (Annual)	£60 inc VAT (Annual)
Ongoing monthly transfer of rental income to your chosen bank account along with detailed monthly statements of account	✓	✓	✗
If applicable, tax retention and completion of documentation for HMRC, provide NR1 statement annually	✓	✓	✗
Property inspections throughout the tenancy and a report electronically sent to you	✓	✗	✗
Assist in any late rental payments and pursuing guarantors if necessary	✓	✓	✗
Dedicated property manager looking after your property and your tenants throughout the tenancy	✓	✗	✗
Arrange any necessary repairs and instruct approved contractors in line with your instructions	✓	✗	✗
On going legal co-ordination of the tenancy and ensuring you are legally compliant	✓	✗	✗
Liaise with tenants regarding any rental increases in line with your instructions and issuing correct legal paperwork (Section 13)	✓	£150 inc VAT	£150 inc VAT
Checking out of property at the end of the tenancy and discussing any dilapidations with the tenants	✓	✗	✗

\*Subject to a minimum fee of £720 inc VAT for Let Only Service / £60 inc VAT for our Let & Rent Collect Service / £72 inc VAT for our Full Management Service.

## Other Charges

<b>Energy Performance Certificate</b> .....	£135 inc VAT
<b>Annual Compliance Package</b> .....	£152.40 inc VAT
<b>(includes Gas Safety Check, Boiler Service, Smoke detector and CO Alarm Report)</b>	
<ul style="list-style-type: none"> <li>• Extends the lifespan of the boiler and helps detect faults before they become costly repairs.</li> <li>• Required to maintain any boiler warranties.</li> <li>• Ensures compliance with HSE's recommendation that gas appliances should be serviced in accordance with manufacturer instructions.</li> </ul>	
<b>Annual Compliance Package PLUS</b> .....	£244.80 inc VAT
<b>(includes Gas Safety Check, Boiler Service, Smoke detector/CO Alarm Report, PAT Testing &amp; Legionella)</b>	
<b>Electrical Installation Condition Report</b> .....	£208.80 inc VAT for properties up to 3 bedrooms
	£235.20 inc VAT for properties with 4 or more bedrooms
<b>Inventory &amp; Schedule Condition Report</b> .....	£120-£180 inc VAT (depending on size of property)
	£200 inc VAT if Furnished Property
<b>Deposit registration fee</b> .....	£60 inc VAT (annually)
<b>Smoke and Carbon Monoxide Report</b> .....	£78 inc VAT
<b>Replacement Carbon Monoxide Alarm</b> .....	£38.40 inc VAT
<b>Legionella Risk Assessment</b> .....	£83 inc VAT
<b>PAT Testing</b> .....	£90 inc VAT
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<b>Help with applying for HMO licence or local authority property licence</b> .....	£180 inc VAT
<b>Additional property visits that are either outside our Full Management package or requested for local authority inspection visits (including HMO &amp; Selective Licensing)</b> .....	£72 inc VAT
<b>Arrange a check out on a non-managed property</b> .....	£180 inc VAT
<b>Raising a dispute claim with the deposit service should landlord and tenant not come to a mutual agreement on deductions and submitting all relevant evidence</b> .....	£90 inc VAT
<b>Paper statements</b> .....	£3 inc VAT
<b>Court attendance and representation</b> .....	£240 inc VAT (per day)
<b>Handling and issuing legal notices for non-managed properties</b> .....	£240 inc VAT
<b>Rent &amp; Legal Protection</b> .....	starting from £27.50 per month (per property)
<b>(Please review separate document for further information)</b>	

### Our Promise to You

We promise to deliver a service built on integrity, expertise and attention to detail. From the first conversation through to instruction and ongoing management, we provide tailored support, transparent advice and meticulous care for your property. Our goal is simple — to protect your investment, maximise its potential and give you complete peace of mind. Proud to be independent and proudly local, we are dedicated to delivering a personal service you can trust.