

Summary of Services & Related Fees

Initial Marketing

- Provide rental valuation
- Preparation of property particulars
- Photography
- Promotion of property via property portals and selective social media sites
- Promotion of property via Beresfords extensive branch network
- Promotion of property to live database of prospective tenants
- Arranging and conducting viewings
- Providing regular feedback to landlords
- Submission and negotiation of offers

Tenancy Progression

- Progression of an agreed let by a dedicated Lettings Progressor
- Verification of landlords ID
- Tenant referencing
- Right to rent checks
- Verification of tenants ID
- Pre inventory Inspection
- Property compliance checks
- Preparation of a detailed inventory report
- Preparation of Tenancy Agreement
- 12 months deposit registration and management of Prescribed Information

Initial Marketing Fee - 12% inc VAT of annual rent (10% + VAT.)

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Tenancy Progression Fee – Apartment - £298 inc VAT (£249 + VAT.)
1 – 4 bed houses - £358.80 inc VAT (£299 + VAT)
5 + bed houses - £498 inc VAT (£415 + VAT)

Fully Managed Service

- Dedicated Maintenance Coordinator, to deal with maintenance related issues and repairs
- Taking meter readings for utilities (except water)
- Notify utilities
- Collection and processing of rental payments
- Providing rental statements
- Chasing late rental payments
- Conducting routine property visits and preparing related report with photographs
- Arranging the renewal of the gas safe certificate upon expiry
- Arranging EPC's upon expiry
- Arranging Electrical certificates
- Serving relevant legal notices
- Conduct final check out inspection
- Negotiate return of the dilapidation deposit
- Providing updates on changes to legislation

Fully Managed Fee - 12% inc VAT of the monthly rent (10% + VAT)

Additional Services

The charges listed below only become payable where the relevant service is provided.

DESCRIPTION	FULLY MANAGED SERVICE	LET ONLY SERVICE
Organising Gas Safe Inspection	Free of Charge	£30 inc VAT (£25 + VAT)
Gas Safe Inspection and certificate	Chargable as per relevant contractor invoice	Chargable as per relevant contractor invoice
Organising EPC Inspection	Free of Charge	£30 inc VAT (£25 + VAT)
EPC Inspection and certificate	Chargable as per relevant contractor invoice	Chargable as per relevant contractor invoice
Renewal / Statutory Periodic fee	£420 inc VAT (£350 + VAT)	£444 inc VAT (£370 + VAT)
Income & expenditure report	£60 inc VAT (£50 + VAT)	Service not provided
Serving of Section 21 notice	Free of Charge	£120 inc VAT (£100 + VAT)
Serving of Section 13 notice	£120 inc VAT (£100 + VAT)	£144 inc VAT (£120 + VAT)
Service of Section 47 and/or 48	Free of Charge	£120 inc VAT (£100 + VAT)
Submitting and handling of a TDS dispute	£60 inc VAT (£50 + VAT)	Service not provided
Attending court	£420 inc VAT (£350 + VAT)	Service not provided
Aborted inventory inspection	£60 inc VAT (£50 + VAT)	£60 inc VAT (£50 + VAT)
Smoke Alarm charge (per alarm)	£18 inc VAT (£15 + VAT)	£18 inc VAT (£15 + VAT)
Resetting of a pre-payment meter + £10 credit	£60 inc VAT (£50 + VAT)	£120 inc VAT (£100 + VAT)
Withdrawal Fee (as outlined in clause 9 of these Terms of Business)	£360 inc VAT (£300 + VAT)	£360 inc VAT (£300 + VAT)
Preparation of paperwork for a warranty/insurance claim for rental arrears	£60 inc VAT (£50 + VAT)	Service not provided
Sending hardcopy documents	£30 inc VAT (£25 + VAT)	£30 inc VAT (£25 + VAT)