

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 - £360 inc VAT (£300 + VAT)
1 - 3 bed houses - £420 inc VAT (£350 + VAT)
4 + bed houses - £540 inc VAT (£450 + 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 | Chargeable as per relevant contractor invoice | Chargeable as per relevant contractor invoice |
| Organising EPC Inspection | Free of Charge | £30 inc VAT (£25 + VAT) |
| EPC Inspection and certificate | Chargeable as per relevant contractor invoice | Chargeable 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) |