



LETTINGS AND MANAGEMENT FEES

**LET & RENT
COLLECTION**

**FULLY
MANAGED**

9%
(7.5%+VAT)

12%
(10%+VAT)

Fees

Fees collected monthly from rent collected, for the duration of the tenants occupation.

Section 13 Notice (Rental Review Service)

TBC

Tenancy Set Up Fee (£540)

1. Professional photography & Floorplan	✓	✓
2. Digital Material Information (M.I)	✓	✓
3. Listings on Rightmove & Zoopla	✓	✓
4. Accompanied Viewings & Feedback	✓	✓
5. Professional, third-party tenant referencing	✓	✓
6. Credit Searches on tenants & guarantors	✓	✓
7. Initial Right-to-rent checks	✓	✓
8. Procurement of suitable, best-in-class tenancy agreement	✓	✓
9. Digital client journey including tenancy signing	✓	✓
10. Serve compliance documents including tenant sign-off	✓	✓
Lettings & Management Fee		
11. Initial Market Appraisal with an experienced local expert	✓	✓
12. Assessment of your requirements and service recommendation	✓	✓
13. Property health check; current legislation, compliance, health & safety	✓	✓
14. Organise pre-marketing quotes/works	✓	✓
15. Preparation of a suitable marketing strategy for your property	✓	✓
16. Professional Photos & Floorplan	✓	✓
17. Online listings across both major portals; Rightmove & Zoopla	✓	✓
18. Social media campaign	✓	✓
19. Exposure across both Baker and Chase offices	✓	✓
20. Issue property particulars to our corporate clients as appropriate	✓	✓
21. Accompanied viewings	✓	✓
22. Access to Propertyfile software, allowing for prompt viewing feedback	✓	✓
23. Offer report detailing key tenant information	✓	✓
24. Expert negotiation to secure the most suitable terms	✓	✓
25. Collection of a holding deposit	✓	✓
26. Collect first month's rent and security deposit	✓	✓
27. Creation & Execution of a suitable tenancy agreement (E-sign available)	✓	✓
28. Introduce Tenants to Utility Switching Service	✓	✓
29. Monthly rent collection with accompanying statement	✓	✓
30. Chase rent arrears	✓	✓
31. Register security Deposit with The Deposit Protection Service	✓	✓
32. Arrange a professional inventory with meter readings		✓
33. Check-in tenants		✓
34. Completed required document checklist		✓
35. Management of Council Tax Liability		✓
36. Regular mid-term inspections		✓
37. Forwarding of any post addressed to you		✓
38. Key holders for your property		✓
39. First port of call for all repairs, maintenance and administrative issues		✓
40. Project manage all repairs & maintenance, including liaising with all tenants & contractors		✓
41. Option to provide your own Preferred Supplier List of contractors		✓
42. Serving of correct legal notice as the tenancy end approaches		✓
43. Arrange check out of your tenant in line with inventory (if in inventory is in place)		✓
44. Manage deposit release/dispute process		✓
45. Annual end of financial year period statement on request		✓
46. Ongoing Right-to-rent checks		✓
47. Annual compliance review		✓
48. Diarise and automatically renew key compliance documents		✓
49. Remote access to our digital property management software		✓