

# Lettings & Management

## Fees & Services



Key ✓ Included ❖ Additional Cost	Tenant Find 10% + VAT of first 6 months rent – Subject to minimum Fee of £500 + VAT	Rent Collection 8% + VAT (£250 + VAT setup fee)	Full Management 10% + VAT (250 + VAT setup fee)	Premier 13% + VAT (150 + VAT setup fee)
Rental appraisal and full consultation	✓	✓	✓	✓
Photograph and advertise property on major property websites including Rightmove	✓	✓	✓	✓
Arrange an Energy Performance Certificate	❖	❖	❖	✓
Accompanied viewings	✓	✓	✓	✓
Comprehensive vetting of applicants	✓	✓	✓	✓
Preparation of appropriate Tenancy Agreements	✓	✓	✓	✓
Arrange a detailed inventory and schedule of condition	❖	❖	❖	✓
Arrange gas safety certificates	❖	❖	❖	❖
Collect first months rent and deposit	✓	✓	✓	✓
Registration of the tenant's deposit with deposit scheme	❖	✓	✓	✓
Receipt of monthly rents and issue monthly statements		✓	✓	✓
Proactive approach to rent arrears		✓	✓	✓
Annual income and expense report		✓	✓	✓
Preparation of any legal notices			✓	✓
Regular property inspections and reporting			✓	✓
Attend to any repairs and general maintenance matters			✓	✓
Obtain quotations for any improvements/major works			✓	✓
Arrange for renewal of any applicable safety certificates			✓	✓
Negotiate tenancy extensions, rent increases & terminations	❖	✓	✓	✓
Be the tenants first point of contact for any issues			✓	✓
Arrange for a check-out to be undertaken			✓	✓
Organise any cleaning/repairs and negotiate deductions from the tenant's deposit			✓	✓
Rent indemnity & legal expenses insurance				✓

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## Additional Costs:

Inventory/Schedule of Condition inc. accompanied Check-In (Completed by Independent Third Party)		
Number of Bedrooms	Unfurnished	Part Furnished/Unfurnished
Studio	£90 + VAT	Subject to 30% Surcharge
1 Bedroom	£100 + VAT	
2 Bedroom	£120 + VAT	
3 Bedroom	£140 + VAT	
4 Bedroom	£160 + VAT	
5 Bedroom	£POA	

Other Fees	
Item	Fee
Gas Safety Certificate	£80 inc VAT
Gas Safety including Boiler Service	£105 inc VAT
Energy Performance Certificate	£95 + VAT
Deposit Protection Setup (Tenant Find Only)	£40 + VAT
Deposit Dispute Administration Charge	£75 + VAT
Renewal Fee – (Tenant Find Only)	£95 + VAT
Check Out Report – up to 2 Bedrooms	£75 + VAT
Check Out Report – 3+ Bedrooms	£95 + VAT

## Hyman Hill Lettings and Management

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