

Service	Letting only	Part management	Full management
Advertise property (website, university accommodation lists, handouts)	✓	✓	✓
Arrange accompanied viewings	✓	✓	✓
Interviewing prospective tenants and obtaining personal details	✓	✓	✓
Prepare assured shorthold tenancy agreement	✓	✓	✓
Obtain parental guarantees (UK students only)	✓	✓	✓
Collect deposit	✓	✓	✓
Deal with tenancy deposit protection regulations			✓
Prepare detailed inventory			✓
Read meters on moving in			✓
Rent collection		✓	✓
Arrange for gas servicing and landlord's certificate		✓	✓
Arrange for repairs and maintenance work up to pre-agreed limit per invoice		✓	✓
Discuss and arrange for repairs and maintenance work or services over pre-agreed limit per invoice but under £250		✓	✓
Prepare quarterly statement detailing all deductions		✓	✓
Inspect the property on a quarterly basis to ensure compliance with the terms of the tenancy and to maintain contact with the tenants (report to landlords on significant non-routine matters arising)		✓	✓
Take appropriate initial action in the event of rent arrears or any other breach of the agreement		✓	✓
Read meters on moving out			✓
Check inventory and property condition on moving out			✓
Arrange remedial work on tenants moving out to bring property back to original condition		✓	✓
Advice on upgrading / periodic maintenance of the property		✓	✓
<b>Fees</b>	<b>see overleaf</b>		

<b>Initial instructions</b>	
Visit the property to record details, take photographs	£nil
Discuss with owners desired target rent and other aspects of renting, for example policies on smoking. Set up property on computer systems.	
<b>Letting only service</b>	
Fixed fee (single tenancy for a group)	£400
Fixed fee per room (separate tenancies)	£180
Commission	0.75% of total rent charged
Charge per student	£30
Fixed fee (single tenancy, same group renewing for second year, no changes in group) – all above fees reduced	25% saving
<b>Part management</b>	
	7% of rents collected (10% if separate tenancies per room)
Fixed fee and student charges	as for full management service
<b>Full management</b>	
	11% of rents collected (12½% if separate tenancies per room)
Fixed fee (single tenancy for a group)	£200
Fixed fee per room (separate tenancies)	£90
Charge per student	£30
Plus third party disbursements (eg inventory, check-out reports and tenancy deposit protection fees)	

Notes:

- 1 Landlord charges are stated excluding VAT, which is added at the rate applicable when the services are provided.
- 2 There are no other charges for routine expected tasks (eg preparing guarantee documents etc).