

Service	Letting only	Full management
Advertise property (website, internet, office)	✓	✓
Arrange accompanied viewings	✓	✓
Interview prospective tenants and obtaining personal details	✓	✓
Take up references or obtain guarantees	✓	✓
Prepare assured shorthold tenancy agreement	✓	✓
Prepare detailed inventory		✓
Read meters on moving in		✓
Collect deposit and (depending on timing) first period's rent	✓	✓
Deal with tenancy deposit protection regulations		✓
Subsequent 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 monthly 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 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 housing benefit claimants, pets and smoking. Set up property on computer systems.	
<b>Letting only service</b>	
Fixed fee (single tenancy for a group)	£500
Fixed fee per room (separate tenancies)	£240
<b>Full management</b>	
Single tenancy agreement for whole property	11% of rents collected
Multiple occupancy properties	12½% of rents collected
Fixed letting fee (single tenancy for a group)	£250
Fixed letting fee per room (separate tenancies)	£120
Plus third party disbursements (eg inventory, check-out reports and tenancy deposit protection fees)	
<b>Charge per adult tenant (all new tenancies)</b>	<b>£30</b>

Notes:

- 1 Landlord charges are stated excluding VAT, which is added at the rate applicable when the services are provided.
- 2 Inventories are carried out by a third party specialist and charged separately.