

Service Provided % of monthly Rent	Fully Managed 10% Monthly	Rent Collect 8% Monthly	Tenant Find 70% of 1 st months rent
Rental Appraisal	✓	✓	✓
Marketing property & viewings	✓	✓	✓
Full tenant referencing	✓	✓	✓
Preparation of the tenancy agreement	✓	✓	✓
Collection of the first month's rent and deposit and transfer into your account after any deductions	✓	✓	✓
Monthly transfer of rental to nominated account	✓	✓	✓
Liaising with tenants if there are any late rental payments	✓	✓	
Quarterly property visits	✓	✓	
Point of contact for tenants regarding maintenance issues	✓		
Dealing with maintenance issues	✓		
Carrying out a termination check and providing a full report	£80 inc VAT		
Arranging & preparing a memorandum for increase rent	£50 inc VAT		
Negotiating extensions of tenancy agreement	£65 inc VAT		
Arranging & preparing a memorandum for adding/deducting tenants	£50 inc VAT		
Preparation & serving a Section 21 notice	£60 inc VAT	£60 inc VAT	
Preparation & serving a Section 8 notice	£60 inc VAT	£60 inc VAT	
Inventory preparation	To be quoted	To be quoted	To be quoted
Energy performance Certificate	£90 incl VAT	£90 inc VAT	£90 inc VAT
Protection of the deposit with the DPS	£25 incl VAT	£25 inc VAT	£25 inc VAT
Gas Certificate	£78 inc VAT	£78 inc VAT	£78 inc VAT