

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 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		✓	✓
Fees	see overleaf		

Initial instructions	
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.	
Letting only service	
Fixed fee (single tenancy for a group)	£370
Fixed fee per room (separate tenancies)	£150
Commission	0.65% of total rent charged
Charge per student	£20
Fixed fee (single tenancy, same group renewing for second year, no changes in group) – all above fees halved	50% saving
Part management	
	7% of rents collected (10% if separate tenancies per room)
Fixed fee and student charges	as for full management service
Full management	
	10% of rents collected (12½% if separate tenancies per room)
Fixed fee (single tenancy for a group)	£185
Fixed fee per room (separate tenancies)	£80
Charge per student	£20
Plus third party disbursements (eg inventory 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).

Tenant charges

Student tenants are charged £60 each, including VAT.