

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		✓
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 housing benefit claimants, pets and smoking. Set up property on computer systems.	
Letting only service	
Fixed fee (single tenancy for a group)	£400
Fixed fee per room (separate tenancies)	£180
Full management	
Single tenancy agreement for whole property	10% of rents collected
Multiple occupancy properties	12½% of rents collected
Fixed letting fee (single tenancy for a group)	£200
Fixed letting fee per room (separate tenancies)	£90
Plus third party disbursements (eg inventory and tenancy deposit protection fees)	
Charge per adult tenant (all new tenancies)	£20

Notes:

- 1 Landlord charges are stated excluding VAT, which is added at the rate applicable when the services are provided.
- 2 The initial charge applies to the first letting on each property only.
- 3 Inventories are carried out by a third party specialist and charged separately.