

Access Properties York Summary of services for student lettings

Service	Letting only	Part management	Full management
Advertise property (website, handouts)	✓	✓	✓
Arrange accompanied viewings	✓	✓	✓
Obtaining personal details from prospective tenants	✓	✓	✓
Prepare assured shorthold tenancy agreement	✓	✓	✓
Obtain parental guarantees (UK students only)	✓	✓	✓
Collect deposit	✓	✓	✓
Deal with tenancy deposit protection regulations			✓
Arrange 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			✓
Arrange 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)	£440
Fixed fee per room (separate tenancies)	£200
Commission	0.8% 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
Part management	
	7½% of rents collected (10% if separate tenancies per room)
Fixed fee and student charges	as for full management service
Full management	
	11% of rents collected (12½% if separate tenancies per room)
Fixed fee (single tenancy for a group)	£220
Fixed fee per room (separate tenancies)	£100
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 Inventory and check-out reports, plus virtual reality recordings and repairs are carried out by a third party and recharged.
- 3 There are no other charges for routine expected tasks (eg preparing agreements, guarantee documents, inspections etc).