



**Maria B Evans**

**Property Management Ltd**

## **Landlord Lettings Fees**

### **Free Property Consultations**

We are always happy to visit the property and provide the landlord with a full market appraisal and offer advice on any actions they may need to take prior to letting, advising on any repairs, refurbishments, mortgages, insurances etc;

**We deal with all aspects of responsible letting, and work to a strict code of conduct required in belonging to: Safe Agent, NALS, TPO and RLA.**

**“We provide peace of mind to our landlords seven days a week”**

### **Official Memberships**

*We are operators of a Client Money Protection Scheme recognised by SAFE/NALS – Safe Agent, P O Box 1174, Cheltenham, GL50 9TQ, Registration No S2127; website: [www.safeagents.co.uk](http://www.safeagents.co.uk).*

*We are members of The Property Ombudsman, Milford House, 43-55 Milford Street, Salisbury, Wiltshire, SP1 2BP, Membership No L00363; website: [www.tpos.co.uk](http://www.tpos.co.uk)*

*We are members of The National Approved Letting Scheme, Eagle Tower, Montpelier Drive, Cheltenham, GL50 1TA, Licence No A2202; website: [www.nalscheme.co.uk](http://www.nalscheme.co.uk)*

*We are members of The Residential Landlords Association, 1 Roebuck Lane, Sale, Manchester, M33 7SY*

## **Our Bespoke Packages and Services**

### **Introduction with Full Inventory on Property £1000 PCM and Below**

#### **£500.00 plus VAT**

- Your property is fully advertised on all our portals and our own website to find you the best tenant available.
- We carry out accompanied viewings to all our properties as standard and at no extra cost to you
- A full written, graded and photographic inventory is produced for both parties a tenancy agreement is drawn up on your behalf.
- The first month's rent is collected in advance, and deposit lodged with a registered tenancy deposit scheme
- We contact the local authority on your behalf to inform them of a change in tenant
- We facilitate full reference checks on any prospective tenants (*Referencing is charged at £83.33 plus vat per tenant*)
- An optional Check Out service can be added at the start or end of a tenancy

### **Introduction with Full Inventory on Property £1000 PCM and Above**

#### **£750.00 plus VAT**

### **Introduction with Full Inventory on Property £2000 PCM and Above**

#### **£1000.00 plus VAT**

### **Introduction with Full Inventory on Property £3000 PCM and Above**

#### **£1500.00 plus VAT**

### **Introduction with Full Inventory on Property £4000 PCM and Above**

#### **£2000.00 plus VAT**

**Get 10% off your second introduction on a separate property within a 12 month period**

**Get 20% off your second introduction on the same property within a 12 month period**

*\*Not registered with a registered Tenancy Deposit Scheme? We'll hold it for you.....*

**Bolt on our 'Check Out' Service to an Introduction Only Tenancy**  
**for just £200 plus VAT**

**Sign up for our check out service at the start or end of the tenancy and we will organise and carryout the checkout with your current tenants, as well as handle any issues that might arise, including any contact and procedure required with the DPS and ADR services. Plus, we will hold the deposit in our DPS account and carry out a midterm inspection for free.**

**The Essential Package**

**Introduction and Rental Collection Only – 5 % plus VAT**

**Initial Fee of £295.00 plus Vat**

- Your property is fully advertised to find you the best tenant we can. To aid this we facilitate full reference checks on all prospective tenants (*Referencing is charged at £83.33 plus vat per tenant*)
- We carry out accompanied viewings to all our properties as standard and at no extra cost to you
- A full inventory is produced for both parties and a tenancy agreement is drawn up on your behalf.
- We contact the local authority and utility companies on your behalf to inform them of a change in tenant and submit meter readings.
- The deposit is collected and lodged with a registered tenancy deposit scheme
- The ongoing collection of rent into a protected Client Account
- Providing monthly statement and invoices for your records
- A mid-term inspection of the property is included with this service
- Appropriate letters and notices sent to tenant if required

**Add our full 'Check Out' Service to the Essential Package for just £200 inc VAT**

## **The Enhanced Package**

### **A Partially Managed Service – 7.5 % plus VAT**

#### **Initial Fee of £295.00 plus Vat**

- *Your property is fully advertised to find you the best tenant we can. To aid this we facilitate full reference checks on all prospective tenants (Referencing is charged at £83.33 plus vat per tenant)*
- *We carry out accompanied viewings to all our properties as standard and at no extra cost to you*
- *A full inventory is produced for both parties and a tenancy agreement is drawn up on your behalf.*
- *The ongoing collection of rent into a protected Client Account*
- *We contact the local authority and utility companies on your behalf to inform them of a change in tenant and submit meter readings.*
- *The deposit is collected and lodged with a registered tenancy deposit scheme*
- *Providing monthly statements and invoices for your records*
- *A mid-term inspection of the property is included with this service*
- *Appropriate letters and notices sent to tenant if required*

#### **In addition, we arrange**

- Arranging annual gas safety checks with your chosen contractor
- Arranging of periodic PAT and Electrical checks where required
- Arranging of any annual services or inspections at the property including EPC

### **Add our full ‘Check Out’ Service to the Essential Package for just £200 inc VAT**

## The Complete Package

### A Fully Managed Service - 10 % plus VAT,

#### Initial Fee of £295.00 plus Vat

- Your property is fully advertised to find you the best tenant we can. To aid this we facilitate full reference checks on all prospective tenants (*Referencing is charged at £83.33 plus vat per tenant*)
- We carry out accompanied viewings to all our properties as standard and at no extra cost to you
- A full inventory is produced for both parties and a tenancy agreement is drawn up on your behalf.
- We contact the local authority on your behalf to inform them of a change in tenant,
- We contact the utility companies on your behalf to inform them of a change in tenant, and submit meter readings.
- The ongoing collection of rent into a protected Client Account
- The lodging and holding of the tenants deposit within **our** DPS account
- Providing monthly statements and invoices for your records
- We can provide an annual statement upon request
- Dealing with and arranging all repairs and maintenance issues at the property
- Arranging annual gas safety checks and periodic PAT electrical checks
- Arranging any annual services or inspections at the property
- Initial 'new tenant' inspection of the property within the first three months
- Periodic inspections are undertaken at the property
- The serving of formal letters and notices upon the tenant
- The organising and handling of the tenant's checkout
- The handling of any contact and procedure required with the DPS and ADR services

## **Example First Month Rental Fees On A Property With A Rent Of £700.00 PCM**

- Introduction Only = £500.00 *plus VAT*
- Introduction Only + Check Out = £700.00 *plus VAT*
- Essential Package = £330.00 *plus VAT*
- Essential Package + Checkout Out = £496.67 *plus VAT*
- Enhanced Package = £347.50 *plus VAT*
- Enhanced Package + Checkout Out = £514.17 *plus VAT*
- Full Managed Service = £365.00 *plus VAT*

## **Additional Notes and Landlord Costs**

**There is a minimum 'Full Management' commission amount of £41.67 *plus VAT* per month**

**There is a minimum 'Part Management' commission amount of £33.33 *plus VAT* per month**

**There is a minimum 'Rent Collection' commission amount of £25.00 *plus VAT* per month**

(Please note all managed properties are liable to a minimum service charge equivalent to 9 months commission + introduction fee + VAT)

**Each time a managed property is re advertised and a new tenancy agreement is drawn the landlord is subject to the initial set up fee.**

**Renewal of the tenancy after the fixed term has expired £41.67 *plus VAT***

**The serving of notice when not included in your package £41.67 *plus VAT***

**An Energy Performance Certificate (EPC) of E and above is required by law and can be arranged for £50.00 inc Vat**

**A full colour floorplan can be a great marketing tool and can be arranged for £20.00 inc Vat**

**Carbon monoxide detectors can be supplied at £15.00 *plus VAT***

**Smoke alarms can be supplied at £ 15.00 *plus VAT***

***In line with tenant fees act 2019 we are no longer able to charge tenants for their own referencing.***

***It is always advisable to reference check a perspective tenant and is required if you are looking to take out rental protection insurances.***

**Reference Checking will be charged at £83.33 *plus VAT* per tenant**

**If required, the appropriate Guarantors Checks will be charged at £41.67 *plus VAT***