

TENANT ONLY INTRODUCTION SERVICE

To include :

Preparation of particulars & professional photography
Accompanied viewings
The referencing procedure
Preparing the contracts
Collecting First month's rent
Collecting Deposit
The check in
Make any HMRC deductions and provide tenant with the NRL8 (is applicable)

RENT COLLECT SERVICE

To include :

As per tenant only service and
Collecting the monthly rent
Deduct commission and any other works

FULLY MANAGED SERVICE

To include :

As per tenant only & rent collect services and
Registering the tenant with the main utility providers
Organise quarterly property inspections
Arrange for any maintenance issues / routine repairs

Contract Renewal

Seeking confirmation from both parties that tenancy to continue for further 12 months
Preparation of contracts

Contract Renewal & Rent Increase

As per contract renewal
Serving Notice of rent increase Form 4B

Additional Property Visits

Any maintenance – linked visit
Requested additional visit from landlord

Key Holding Service

Visit property weekly
Confirm property is secure
Attending for any maintenance work

For our Fully Managed and Rent Collect Services - Security Deposits are registered with The Deposit Protection Service

This firm is a member of a client money protection scheme C0122198

FEES TO LANDLORDS

12 % of the annual fee including VAT

Advertising on website
Erect 'To Let' board
Advice on refurbishment
Advice on preparing property for check in
Provide guidance on compliance with statutory provisions, safety checks & letting consents
Arrange for rental payments from month two

13.2 % of the monthly rent including VAT

Registering the Deposit with the Deposit Protection Service
Pursue non-payment of rent and provide advice on rent arrears actions

19.2 % of the monthly rent including VAT

End of tenancy check out
End of financial year statements with any maintenance invoices
Hold keys throughout tenancy term

£120 including VAT

Preparation of copies of signed contracts to all parties

£180 including VAT

Arranging new standing order

£36 including VAT per half hour

£72 per month including VAT

Report on any maintenance concerns

£36 including VAT per half hour

Harrison James & Hardie is ARLA Propertymark protected and a member of :

The Guild of Professional Estate Agents & The Property Ombudsman

