

## FEES TO LANDLORDS

### FIND A TENANT ONLY SERVICE - 48% (inc VAT) of the first months rent

- Free initial consultation and inspection of the property with the landlord
- Agree the market rent and find a tenant in accordance with the landlords guidelines
- Advise on refurbishment, compliance with property laws and letting consents
- Market the property and advertise on relevant portals
- Carry out accompanied viewings
- Organise full referencing for a additional cost of £40 inc VAT per tenant
- Erect board outside property in accordance with Town and Country Planning Act 1990
- Advise on non-resident tax status and HMRC (if relevant)
- Carry out a full written and photographic inventory and schedule of condition
- Prepare a Tenancy Agreement and documentation necessary for the Landlord to gain possession under the relevant housing acts
- Collect and remit the initial months' rent and deposit
- Deduct any pre-tenancy invoices
- Provide tenant with opening meter readings and advise of method of payment and landlord contact details
- Inform utility suppliers of the new occupation
- Advise the tenant of the end of our involvement
- Supply documentation and monies to the Landlord
- The Landlord agrees to register the deposit with an approved scheme and provide documentation to the tenant

### FULLY MANAGED SERVICE - 9.6% (inc VAT) of monthly rent

- Free initial consultation and inspection of the property with the landlord
- Agree the market rent and find a tenant in accordance with the landlords guidelines
- Advise on refurbishment, compliance with property laws and letting consents
- Market the property and advertise on relevant portals
- Carry out accompanied viewings
- Erect board outside property in accordance with Town and Country Planning Act 1990
- Advise on non-resident tax status and HMRC (if relevant)
- Organise full referencing for a additional cost of £40 inc VAT per tenant
- Carry out a full written and photographic inventory and schedule of condition
- Prepare a Tenancy Agreement and documentation necessary for the Landlord to gain possession under the relevant housing acts
- Collect and remit the initial months' rent and deposit and the monthly rent thereafter
- Register deposit with the Tenancy Deposit Scheme (TDS)
- Deduct any pre-tenancy invoices
- Provide tenant with opening meter readings and advise of method of payment and out of hours contact details
- Inform utility suppliers and Cornwall Council of the new occupation
- Pursue non-payment of rent and provide advice on rent arrears and deduct commission and other works
- Make payments on behalf of the Landlord from rents for services and taxes as required
- Organise for any safety certificates to be renewed/updated
- Carry out initial 3 monthly property inspections and thereafter every 6 to 12 months and notify landlord
- Hold keys throughout the tenancy
- Instruct contractors for repair, maintenance, fixtures and fittings or replacements at the property after consultation with the landlord, unless in a emergency situation, then settling accounts with the contractors with the rents received
- Renew a tenancy agreement at the end of a fixed term by re-letting to the same tenant or finding new tenants
- Servicing the required statutory notice for rent increases following the Competition and Markets Authority guidelines for rent increases
- Serving the required statutory notice to bring the tenancy to an end on behalf of the Landlord
- Issue vacating letter and instructions to move out when notice is received
- Carry out inventory check out and coordinate any necessary works
- Inform utility suppliers and Cornwall Council of tenant vacation
- Release deposit or proportion of, based on any agreed deductions to tenants