

'Let Only' Service

Initial Marketing

- Provide rental valuation
- Preparation of property particulars
- Photography
- Promotion of property via property portals and selective social media sites
- Promotion of property via Beresfords extensive branch network
- Promotion of property to live database of prospective tenants
- Arranging and conducting viewings
- Providing regular feedback to landlords
- Submission and negotiation of offers

Tenancy Progression

- Progression of an agreed let by a dedicated Lettings Progressor
- Verification of landlords ID
- Tenant referencing
- Right to rent checks
- Verification of tenants ID
- Pre inventory Inspection
- Property compliance checks
- Preparation of a detailed inventory report
- Preparation of Tenancy Agreement
- 12 months deposit registration and management of Prescribed Information

Initial Marketing Fee | 12% inc VAT of annual rent (10% + VAT)

PLUS

Tenancy Progression Fee | Apartment - £360 inc VAT (£300 + VAT)
1 - 3 bed houses - £432 inc VAT (£360 + VAT)
4 + bed houses - £552 inc VAT (£460 + VAT)

'Fully Managed' Service

Includes services and related charges for Let Only service shown above plus an additional monthly charge to manage a tenancy, as outlined below.

- Dedicated Maintenance Coordinator, to deal with maintenance related issues and repairs
- Taking meter readings for utilities (except water)
- Notify utilities
- Collection and processing of rental payments
- Providing rental statements
- Chasing late rental payments
- Conducting routine property visits and preparing related report with photographs
- Arranging the renewal of the gas safe certificate upon expiry
- Arranging EPC's upon expiry
- Arranging Electrical certificates upon expiry
- Serving relevant legal notices
- Conduct final check out inspection
- Negotiate return of the dilapidation deposit
- Providing updates on changes to legislation

Monthly Management Fee | 14.4% inc VAT of annual rent (12% + VAT)

Additional *Services*

The charges listed below only become payable where the relevant service is provided.

Beresfords | Est 1968

Description	Fully Managed Service	Let ONLY Service
Undertaking Gas Safe Inspections & issue of relevant certificates inc. EPC or EICR	Chargeable as per relevant contractor invoice	Chargeable as per relevant contractor invoice
Renewal / Statutory Periodic fee	£420 inc VAT (£350 + VAT)	£444 inc VAT (£370 + VAT)
Income & expenditure report	£72 inc VAT (£60 + VAT)	Service not provided
Serving of Section 21 notice	Free of Charge	£120 inc VAT (£100 + VAT)
Serving of Section 13 notice	£120 inc VAT (£100 + VAT)	£144 inc VAT (£120 + VAT)
Service of Section 47 and/or 48	£120 inc VAT (£100 + VAT)	£150 inc VAT (£125 + VAT)
Submitting and handling of a TDS dispute	£72 inc VAT (£60 + VAT)	Service not provided
Attending court	£480 inc VAT (£400 + VAT)	Service not provided
Aborted inventory inspection	£60 inc VAT (£50 + VAT)	£60 inc VAT (£50 + VAT)
Smoke Alarm charge (per alarm)	£24 inc VAT (£20 + VAT)	£30 inc VAT (£25 + VAT)
Resetting of a pre-payment meter + £10 credit	£60 inc VAT (£50 + VAT)	£120 inc VAT (£100 + VAT)
Withdrawal Fee (as outlined in clause 9 of these Terms of Business)	£360 inc VAT (£300 + VAT)	£360 inc VAT (£300 + VAT)
Preparation of paperwork for a warranty/insurance claim for rental arrears	£60 inc VAT (£50 + VAT)	Service not provided
Sending hardcopy documents	£30 inc VAT (£25 + VAT)	£30 inc VAT (£25 + VAT)
Anti-Money Laundering (AML) checks - Sanctions checks - A legal requirement undertaken and charged annually	£24 inc VAT (£20 + VAT)	£24 inc VAT (£20 + VAT)
TDS (Tenancy Deposit Scheme) Annual re-registration of deposit	£60 inc VAT (£50 + VAT)	£60 inc VAT (£50 + VAT)