

Lettings

## '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.

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| <ul style="list-style-type: none"> <li>• Dedicated Maintenance Coordinator, to deal with maintenance related issues and repairs</li> <li>• Taking meter readings for utilities (except water)</li> <li>• Notify utilities</li> <li>• Collection and processing of rental payments</li> <li>• Providing rental statements</li> <li>• Chasing late rental payments</li> <li>• Conducting routine property visits and preparing related report with photographs</li> </ul> | <ul style="list-style-type: none"> <li>• Arranging the renewal of the gas safe certificate upon expiry</li> <li>• Arranging EPC's upon expiry</li> <li>• Arranging Electrical certificates upon expiry</li> <li>• Serving relevant legal notices</li> <li>• Conduct final check out inspection</li> <li>• Negotiate return of the dilapidation deposit</li> <li>• Providing updates on changes to legislation</li> </ul> |
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**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. 1966

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
Income & expenditure report	£72 inc VAT (£60 + VAT)	Service not provided
Quarterly income & expenditure statements	£18 inc VAT (£15 + VAT)	Service not provided
Serving of Section 8 notice	£480 inc VAT (£400 + VAT)	£480 inc VAT (£400 + VAT)
Tenancy compliance & rent review	£298 inc VAT (£249 + VAT)	£298 inc VAT (£249 + VAT)
Service of Section 47 and/or 48 and/or 3	£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)
Additional Right to Rent check	£6 inc VAT (£5 + VAT)	£6 inc VAT (£5 + VAT)

# Instruct *us* to act on your behalf

If you would like to instruct us to act as your letting agent, please choose from the options below.

**PLEASE CONFIRM HERE WHICH SERVICE YOU REQUIRE**  
(Please tick the relevant box below)

'Let Only' Service

'Fully Managed' Service

Who is holding the deposit?:

Where is the deposit currently lodged:

Please register my tenants damage deposit in Beresfords approved scheme:

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