

Our services

Ruby Package

- Initial set up fee of £300 plus VAT
- Cost of Inventory produced by Independent clerk.
- 5% plus VAT per month
- Cost of final Inspection carried out by Independent clerk. (taken from final months rent)

Emerald Package

- Initial set up fee of £300 plus VAT
- Cost of Inventory produced by Independent clerk.
- 8% plus VAT per month
- Cost of final Inspection carried out by Independent clerk. (taken from final months rent)

Sapphire Package

- Initial Set up fee of £300 plus VAT
- Cost of Inventory produced by Independent clerk
- 10% plus VAT per month
- Cost of final Inspection carried out by Independent clerk (taken from final months rent)

Diamond Package

- Initial set up fee of £400 plus VAT
- 12% plus VAT per month

In addition to the fixed packages additional services can be added or a tailored service can be created.

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| • Promotion and forward details of potential viewers/ applicants | £150 plus VAT |
| • Promotion to include accompanied viewings | £250 plus VAT |
| • Completion of references to include Immigration checks | £50 plus VAT per person |
| • Schedule of conditions and an inventory | A price can be obtained from our Independent clerk |
| • Production of tenancy agreement and all legislative documentation | £150 plus VAT plus the cost of any associated certification |
| • Routine property inspection / vacant property inspection | £75 plus VAT per visit |
| • Tenancy renewal on a periodic basis | Free of Charge |
| • Tenancy renewal on a fixed term basis | £100 plus VAT |
| • Service of notice | £50 plus VAT |
| • Final inspection | A price can be obtained from our Independent clerk |
| • Deposit claim with either deposit scheme or NIL DEPOSIT | £150 plus VAT |

Ruby Package



- Free market appraisal
- Promotion
- Accompanied viewings
- Full reference check
- Check all legal requirements are met
- Produce detailed inventory and schedule of condition*
- Produce legal documentation
- Sign up and hand over keys with tenants
- Collect initial payment of rent
- Ensure either a deposit is taken and registered within a deposit scheme OR set up a NIL DEPOSIT scheme
- Communicate with the utility providers
- Provide copies of all documentation along with detailed Statement of account
- Collection of rent
- Final inspection*
- Deposit release via deposit scheme or finalisation of NIL DEPOSIT scheme

Items marked * are available at an additional charge

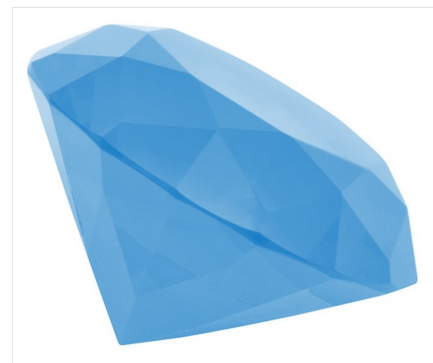
Emerald package



- Free market appraisal
- Promotion
- Accompanied viewings
- Full reference check
- Check all legal requirements are met
- Produce detailed inventory and schedule of condition*
- Produce legal documentation
- Sign up and hand over keys with tenants
- Collect initial payment of rent
- Ensure either a deposit is taken and registered within a deposit scheme OR set up a NIL DEPOSIT scheme
- Communicate with the utility providers
- Provide copies of all documentation along with detailed statement of account
- Collection of rent
- Rent guarantee
- Legal protection
- Tenant notice management
- Final inspection*
- Deposit release via deposit scheme or finalisation of NIL DEPOSIT scheme

Items marked * are available at an additional charge

Sapphire package



- Free market appraisal
- Promotion
- Accompanied viewings
- Full reference check
- Check all legal requirements are met
- Produce detailed inventory and schedule of condition*
- Produce legal documentation
- Sign up and hand over keys with tenants
- Collect initial payment of rent
- Ensure either a deposit is taken and registered within a deposit scheme OR set up a NIL DEPOSIT scheme
- Communicate with the utility providers
- Provide copies of all documentation along with detailed statement of account
- Collection of rent
- Repair management
- Routine inspections
- Tenant notice management*
- Tenancy extension*
- Final inspection*
- Deposit release via deposit scheme or finalisation of NIL DEPOSIT scheme
- Claim against a deposit via deposit scheme OR produce claim documentation and collection of funds from NIL DEPOSIT scheme
- Closing down tenant utility accounts

Items marked * are available at an additional charge

Diamond package



- Free market appraisal
- Promotion
- Accompanied viewings
- Full reference check
- Check all legal requirements are met
- Produce detailed inventory and schedule of condition*
- Produce legal documentation
- Sign up and hand over keys with tenants
- Collect initial payment of rent
- Ensure either a deposit is taken and registered within a deposit scheme OR set up a NIL DEPOSIT scheme
- Communicate with the utility providers
- Provide copies of all documentation along with detailed statement of account
- Collection of rent
- Rent guarantee
- Legal protection
- Repair management
- Routine inspections
- Tenant notice management
- Tenancy extension
- Final inspection*
- Deposit release via deposit scheme or finalisation of NIL DEPOSIT scheme
- Claim against a deposit via deposit scheme OR produce claim documentation and collection of funds from NIL DEPOSIT scheme
- Closing down tenant utility accounts

Items marked * are available at an additional charge

Tailored service

In addition to the fixed packages additional services can be added or a tailored service can be created.

- Promotion and forward details of potential viewers/applicants—£150 plus VAT
- Promotion to included accompanied viewings—£250 plus VAT
- Completion of references to include immigration checks—£50 plus VAT per person
- Schedule of conditions and an inventory—A price can be obtained from our independent clerk
- Production of tenancy agreement and all legislative documentation—£150 plus VAT
Plus the cost of any associated certification
- Routine property inspection/vacant property inspection—£75 plus VAT per visit
- Tenancy renewal on a periodic basis—Free of charge
- Tenancy renewal on a fixed term basis—£100 plus VAT
- Service of notice—£50 plus VAT
- Final inspection—A price can be obtained from our independent clerk
- Deposit claim with either deposit scheme or NIL DEPOSIT—£150 plus VAT

Items marked * are available at an additional charge