

## TERMS AND CONDITIONS OF CONTRACT

### LET ONLY PROPERTIES

#### Letting Only Service:

100% of the first month's rent (plus VAT) subject to a minimum fee of £450.00 (plus VAT). This is due on the commencement date of the Tenancy.

#### Services Provided

1. Taking instructions
2. Preparing details
3. Advertising for a Tenant on our website and OnTheMarket.com
4. Showing prospective Tenants your property
5. Collection of the deposit and first month's rent
6. Conducting the Check In

This does not include any handling of disputes at the end of tenancy with Tenants and the submission of claims to the Tenancy Deposit Scheme – these will be charged at an hourly rate of £85 per hour.

#### Extra charges include:

- |    |   |             |
|----|---|-------------|
| 1. | Obtaining an EPC and Floor Plan:  | £ 75.00     |
| 2. | Advertising   | £ (at cost) |
| 3. | Tenant Referencing (per application)<br>Guarantors in addition to above | £ 85.00     |
| 4. | Inventory:     Unfurnished – 1 - 2 bed                                  | £125.00     |
|    | Unfurnished – 3 bed +   | £145.00 +   |
| 5. | Registration of Deposit   | £ 25.00     |
| 6. | Obtaining Gas Safety and Electrical<br>Certificates (as required)       | £ (at cost) |
| 7. | Check Out Report:     Unfurnished – 2 bed                               | £ 65.00     |
|    | Unfurnished – 3 bed +   | £ 75.00 +   |

All charges subject to VAT and review

## FULL MANAGEMENT PROPERTIES

### Initial Letting

See "Letting Only Service" above

### Full Management Service:

10% of the monthly rent (plus VAT) per month which will be deducted from rent received wherever possible.

### Services Provided

In addition to the services listed in "Let Only" above we include the following services for "Managed" properties.

- (a) Collecting the monthly rent, deducting outgoings, paying the balance into your account and sending you monthly statements.
- (b) Property inspections other than at the start and finish of the Tenancy will be carried out annually. More frequent inspections (if requested) will be charged at £85.00 per visit.

### Repairs

On listing your property with us for full management you are deemed to have authorised us to instruct minor repairs up to £200.00 plus VAT without the need for further authorisation.

Repairs over £200.00 plus VAT requiring inspections of the property and/or obtaining quotations and/or supervising repair will be charged at an hourly rate of £85 per hour if required to manage the process.

### Services Excluded

Full management of properties does not include any handling of disputes at the end of tenancy with Tenants and the submission of claims to the Tenancy Deposit Scheme – these will be charged at an hourly rate of £85 per hour.

Extra charges include:

- |    |   |                             |
|----|---|-----------------------------|
| 1. | Obtaining an EPC and Floor Plan:  | £ 75.00                     |
| 2. | Advertising   | £ (at cost)                 |
| 3. | Tenant Referencing (per application)<br>Guarantors in addition to above | £ 85.00                     |
| 4. | Inventory:     Unfurnished – 2 bed                                      | £125.00                     |
|    | Unfurnished – 3 bed +   | £145.00 +                   |
| 5. | Registration of Deposit   | £ 50.00                     |
| 6. | Subsequent re-lets  | £250.00 plus VAT and costs. |
| 7. | Obtaining Gas Safety and Electrical<br>Certificates (as required)       | £ (at cost)                 |
| 8. | Check Out Report:     Unfurnished – 2 bed                               | £ 65.00                     |
|    | Unfurnished – 3 bed +   | £ 75.00 +                   |

When the tenant vacates the property you will have an opportunity to inspect the property yourself if you wish prior to the deposit being refunded. Should you wish to do so, you must make arrangements to view the property within 3 days of the tenant vacating the property.

## **ALL PROPERTIES**

### **Cleaning**

Before being listed on our books we would expect the property to have been professionally cleaned, including windows inside and out, carpets and white goods, the oven cleaned and chimney swept. This enables us to monitor levels of cleanliness during the term and sets a standard for the Tenants upon vacation. Bathrooms should be cleaned and any stained grouting and sealant replaced.

Some advice on presentation are:

- A neutral colour always works best
- Painted surfaces are much easier to clean than wallpaper
- Gardens should be neat and tidy and low maintenance if possible
- Smoke alarms (ideally mains linked) need to be fitted to each floor
- All electrical appliances need to be safety checked regularly
- All gas appliances have to have a Gas Safe gas safety check annually
- Carbon Monoxide detectors (preferably mains linked) are to be installed where gas or solid fuel appliances are fitted

Please note that fair wear and tear is allowed during the tenancy and must be taken into account when the condition of the property is reviewed at the end of the tenancy.