Letting SOLUTIONS

Residential Letting and Property Management

Key options and charges

	Just Find a Tenant	Just Find a Tenant PLUS	The Complete Package	Rent on Time
	• 50 % of one month's rent	• 50% of one month's rent for tenant finding • Lease and inventory £150#	• 30% of one month's rent for tenant finding • Lease and inventory £150# • Full property management 12.5% per month	• 30% of one month's rent for tenant finding • £99 set up fee • Lease and Inventory £150# • Full property management 15.5% per month
Marketing and property particulars advice	✓	✓	✓	✓
Safety and Legal requirements guide	✓	✓	✓	✓
Tenant finding	✓	✓	✓	✓
Online advertising on key portals	✓	✓	✓	✓
Viewings feedback	✓	✓	✓	✓
Listing of prospective tenants	✓	✓	✓	✓
Advice on tenant selection	✓	✓	✓	✓
Lease and inventory prepared		✓	✓	✓
Full property management			✓	✓
Rent collection			✓	✓
Termination of tenancies			✓	✓
Guaranteed rent				✓

All prices plus VAT

Tenant referencing is essential for all options and is charged separately

Accompanied viewings are £12.50 each

 # For two bed property

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Individual services and charges

The Key Options on the first page embrace one or more from tenant finding, lease, inventory, property management, referencing, viewings and Rent on Time. The individual services and charges below include details on these services together with others which may be required by landlords depending on the current state of their compliance with good practice and regulatory and safety requirements. All prices plus VAT. Items marked * are generally included with property management standard packages. Prices below may differ from "offer" prices.

Marketing

Marketing and tenant finding	30% of one month's rent with property management and 50% with *Just Find a Tenant* and *Just Find a Tenant Plus.*	Marketing and tenant finding including property details, listing on property portals, advice on tenant selection and legal requirements guide
To Let Board	£30 (a window *To Let* sign is provided free of charge if returned in good condition when property is let)	To provide maximum visibility in the area for the property
Accompanied viewings	£12.50 each	Viewing conducted by a professional viewing agent

Staying legal

Professional lease at start of tenancy or on renewal	£85	Meeting all legal and fair trading requirements
Lease renewal	£35	For administration and negotiation costs of lease renewal after expiry of fixed term
Energy Performance Certificate (EPC)	£45 contractor cost plus 30% management/admin charge - £58.50	A legal requirement since 2009 to allow the property to be marketed
Gas safety certificate	£60 contractor cost plus £10 management/admin charge - £70 (including where a landlord has a maintenance contract with a third party)	A legal requirement to ensure the safety of tenants
Electrical safety certificate	£100 contractor cost plus £10 management/admin charge - £110 (including where a landlord has a maintenance contract with a third party)	A legal requirement to ensure the safety of tenants together with a PAT test – see below
Portable Appliance Test (PAT) test	£70 (provided by our sister company Property Extra)	A legal requirement to ensure the safety of small appliances in a rental property
Installation of Smoke detector system	Individual quote will be provided	To protect tenants against fire risk. Costs will be dependent on the configuration of building.

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Legionella risk assessment	£73 (provided by our sister company Property Extra)	Controlling exposure to Legionnaires Disease
Carbon monoxide detector	£47 (provided by our sister company Property Extra)	Recent Government requirement to reduce risks from carbon monoxide

Inventories

Studio – 2 bedrooms	£65	Essential to maximise prospects for return of deposit
3-4 bedrooms	£75	Essential to maximise prospects for return of deposit
Above 4 bedrooms	£85	Essential to maximise prospects for return of deposit

Peace of mind

Guaranteed rental payments (Rent on Time)	£99 set up fee and 3% of monthly rent on top of standard management fee	Guarantees to pay the rent whether the tenant has paid or not. Referencing costs are additional
Rent guarantee	1 tenant 6 months £69 2 tenants 6 months £138	Covers the rental for the lease period concerned should the tenant not pay rent, and also any legal fees to remove the tenant. Letting Solutions will automatically set up a Rent Guarantee policy to cover the tenancy, unless the landlord instructs otherwise
References	£20 for *Instant* (standard) option per tenant £32 for *Ultimate (comprehensive)* option per tenant	Referencing of tenants is essential, and will be undertaken automatically in the interests of the landlord. A standard reference check (Instant) will take place unless the landlord requires a fully comprehensive check (Ultimate) which should be instructed. Referencing is included within the Rent Guarantee policy offered. It is open to landlords to obtain referencing independently

Keep it clean

Sparkle clean of property	From £125 - for 2 bed property; we will quote for larger properties (service provided by our sister company Property Extra)	Refresh of property which is in reasonably clean condition
Full property clean	From £220 - for 2 bed property; we will quote for larger properties (service provided by our sister company Property Extra)	Full property clean

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Carpet cleaning	From £35 (service provided by our sister company Property Extra)	Cost, which will be dependent on size of property and number of carpets, can be quoted.

Property management and rent collection

Property management and rent collection	12.5% of rent per calendar month or 15% per calendar month in the case of landlords without email access. Minimum monthly payment £50 (plus VAT) with the first month's fee paid in advance. 15.5% per calendar month for Rent on Time package plus £99 set up fee	Property management as defined in Agency Agreement
Continuous management fee (for landlords with expired Agency Agreements)	Payment equivalent to the % charged under most recent Agency Agreement	Management outwith a tenancy ie when the property is vacant between tenancies
Rent collect service	6% of monthly rental plus £45 set up fee	Monthly rent collection and report

Support services

Professional management inspection	£50 per inspection *	Full management inspection to review the condition of the property and how it is being looked after
Professional exit inspection and deposit recommendation Professional pre-exit inspection	£135 * £50	Inspection of the property at the end of the tenancy and deposit proposals If requested by landlord or tenant
Waiting time	£35 per hour	Waiting time in property, for example to take delivery of items or await arrival of tradesmen or utility providers not engaged by Letting Solutions or Property Extra.
Services with no specific fee or charge recorded	Charged on a time basis at £55 per hour, or for a letter £25 per letter	Routine exchanges between Letting Solutions and the client are not separately charged for. This charge relates to services which are not covered by management contracts.
Tenancy Deposit Scheme (TDS)	£47 per year	Costs associated with Tenancy Deposit Scheme. The fee covers registration of the deposit, negotiations over deposit return, and management and paperwork associated with Adjudications
Overseas telephone calls	At cost	

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Keys	Cost plus £30 administration charge	
Second visit to property	£50	For a second visit to a property if inventory cannot be done at first visit because property not up to Ready to Rent standards, or unfit to let for any other reason
Management/administration fee for significant repair /maintenance or regulatory works	20% of cost	Management/administration fee to cover costs of managing, supervising and administering significant works of repair, maintenance or works related to safety and regulatory requirements, including insurance work instructed by the landlords. Works with a cost of £250 (excluding VAT) or more will attract this charge
Non-resident quarterly tax returns and annual tax return for overseas landlords scheme	£60 per quarter, or £250 at end of financial year. £60 per quarter will be deducted unless landlord instructs otherwise	To support landlords' compliance with overseas landlords scheme
Tenant benefit fee	£300 or remaining fees due, whichever is higher	Payable if an Agency/Management Agreement commenced with a tenant provided by Letting Solutions is terminated within 2 years of the lease signing
Advance rental payments	£60	For negotiations and administration where a tenant pays the rental for the full period of the lease in advance
Failure of safety certification test	£25	Payable in the event of a property failing a safety certificate test to cover the cost of the additional work
Extra copies of regulatory or safety certificates	£10	

All prices plus VAT

C1/AS1 & UM1

Notes on charges, invoicing and the relationship between Letting Solutions Ltd and Property Extra Ltd are overleaf.

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Notes

1. This document, *Key Options and Charges*, is provided to landlords before a decision is made on whether they wish to be a client and this document is also provided with, and associated with, the *Agency Agreement* provided to the landlord for signature. The *Agency Agreement* sets out the extent of letting and management services offered, and contains Letting Solutions' terms and conditions of business. The *Agency Agreement*, together with the Key Options and Charges, will when signed constitute a legally binding agreement. Landlords are advised to take independent legal advice, if required, before signing either document.

2. Fees and charges are payable when the lease is signed including the first month's advance fee for property management. Initial Fees and charges due are deducted from the first month's payment of rent, with subsequent charges and deductions including management fees deducted from monthly rental payments before remittance to the landlord. In the case of benefits tenancies, all fees and charges are payable in advance.

3. Landlords are invoiced separately for maintenance work, repairs etc commissioned by Letting Solutions on their authority – other than in an emergency where Letting Solutions will - if necessary – use the delegated authority contained in the Agency Agreement to contain a problem.

4. Property Extra is a sister company of Letting Solutions Ltd with common directors. Letting Solutions Ltd allocates work to Property Extra Ltd where it is appropriate and in the best interests of the client. The involvement of Property Extra Ltd is intended to ensure continuity between property management and repairs, expedite work, guarantee quality, ensure value for money, control costs, safeguard insurance issues, further consumer protection rights, provide convenience for clients, protect tenants' rights and comfort, and provide immediate redress in the event of any issues arising.

5. Property Extra's charges reflect competitive market rates and no commissions for work are paid to Letting Solutions Ltd by Property Extra Ltd, nor do Letting Solutions charge landlords administration or other charges on top of Property Extra's invoice unless referred to in the document *Key Options and Charges*. It is always open to clients of Letting Solutions Ltd or Property Extra Ltd to obtain alternative quotes for work from other contractors, and clients are encouraged to do so. Property Extra Ltd and Letting Solutions Ltd always cooperate to the fullest extent in facilitating competitive quotes and providing access to a property for other competing contractors.

Letting Solutions
Signed .....
Date .....

Landlord
Signed.....
Date .....

Landlord
Signed.....
Date .....