BELVOIR BEDFORD
TENANCY MANAGEMENT PACKAGES

Service Provided (☻ included in package, x not available)	BASIC	ESSENTIALS	PRIME
Free Market Appraisal	☻	☻	☻
Prepare Property Details including Quality Photography	☻	☻	☻
Comprehensive Internet Portal Listing	☻	☻	☻
Shop Window Display	☻	☻	☻
Full Right To Rent Checks	☻	☻	☻
Immigration Checks	☻	☻	☻
Gas Safety Reminder notification	☻	☻	☻
Electrical Safety Reminder notification	☻	☻	☻
Credit Referencing	☻	☻	☻
Employment Reference (where applicable)	☻	☻	☻
Previous Landlord Reference (where applicable)	☻	☻	☻
Tenancy File Creation	☻	☻	☻
Tenancy Agreement (AST)	☻	☻	☻
Online Document Signing	☻	☻	☻
Collection of Monthly Rent	☻	☻	☻
Chase of Rent Arrears	1 Letter 1 Phone Call	3 Letters/3 Phone Calls	☻
Smoke and CO Alarm Testing	x	☻	☻
Accompanied Viewings (see Note 1)	£299	☻	☻
Tenant Move in	x	☻	☻
Inspections	£45 per visit	£45 per visit	☻
Inspection (1st month included)	x	☻	☻
Inspection (1st month then every 3 months)	x	x	☻
Key Handling	x	☻	☻
Online Tenancy Maintenance Account	x	☻	☻
Full Maintenance Audit Trail	x	☻	☻
Maintenance Handling up to Agreed amount	x	☻	☻
Deposit Registration	£30	£25	☻
Tenancy Renewal Fee	£90	£75	£60
Annual Income & Expenditure Tax Statement	x	£45	☻
Tenant Checkout	£60	£50	☻
Rent & Legal Guarantee (First 6 months included)	x	from £140	☻
Non Resident Landlord Scheme Assistance	x	x	☻
Enhanced Property particulars including Floor plans	£45	£45	☻
Inventory Preparation	from £60	from £60	☻
Preparation and Serving Legal Notices (per notice)	x	£25	☻
Deposit Dispute (ADR File Preparation)	x	£120	☻
Court Attendance (Office Manager) per hour	x	£75	☻
Court Attendance (Director) per hour	x	£150	£100
Property Sales Service % of Sale Price	1.25%	1.14%	0.90%
Tenancy Start-up Charge	300	275	250
Monthly Fee (% of Rent Due)	7.2%	13.2%	15.0%

Optional Additional Services	Price		
Legionella Risk Assessment	£65	£65	£65
Gas Safety Certification	£75	£75	£75
Energy Performance Certification	£84	£84	£84
Copy Statements	£18	£18	£18
Duplicate Agreements/Notices	£30	£30	£30
Key Cuttings (plus cost of Keys)	£18	£18	£18
Void Period Management (Weekly - paid in Advance)	£50	£50	£50
Electrical Safety Certification	Please call	Please call	Please call
Buy to Let Seminars and Events	Please call	Please call	Please call
Buy to Let Sourcing	Please call	Please call	Please call
Property Portfolio Planning	Please call	Please call	Please call
Property Acquistion	Please call	Please call	Please call
Refurbishment Planning	Please call	Please call	Please call
Wealth and Tax Management Planning	Please call	Please call	Please call
(1) Viewing Service available at additional Cost	299	N/A	N/A

Let Only Service: All Checks and References up to and including Move in and Deposit Registration.

6 Month Tenancy = £640
12 Month Tenancy = £750

All prices subject to change after two months' written notice

Cancellation

Where Full Management or Letting and Rent Collection service is cancelled during the tenancy (including any extensions) a fee of £360 inclusive of VAT will continue tc be payable.

All prices Quoted include VAT @ 20%

Commissions

We may also receive commissions from:
Insurance companies
Referencing companies
Utility providers and others