

# LANDLORD SUMMARY OF CHARGES

Service	Let Only 4 Weeks of Rent	Full Management 2 Weeks of Rent Upfront & 10% Per Month	GUARANTEED RENT
Free Valuation and Advice	✓	✓	Please contact us for a quote
Colour Property Particulars	✓	✓	
To Let Board	✓	✓	
Branch Window Display	✓	✓	
Colour Website Listing – www.letsellproperty.co.uk & other Portals	✓	✓	
Phone Outs / Mail Outs	✓	✓	
FRA, Emergency Lighting Certificates	Quote	Quote	
Arranging Annual Gas Safety Check (if requested)	£60 + vat	£60 + vat	
Arranging Portable Appliance Test (if requested)	Quote	Quote	
Arranging Periodic Electrical Inspection (if requested)	£110+ vat	£110+ vat	
Arranging of Energy Performance Certificate (if requested)	£60 + vat	£60 + vat	
Rent Protection and Legal Expenses Insurance	Quote	Quote	
Non-Resident Landlord's Tax Advice (if applicable)	✓	✓	
Tenant Finding	✓	✓	
Accompanied Viewings	✓	✓	
Offer Negotiation	✓	✓	
Tenant Referencing	✓	✓	
Guarantor Referencing (if applicable)	✓	✓	
Provision of Tenancy Agreement with Special Clauses as applicable	✓	✓	
Provision of BASIC In-house Inventory and Schedule of Condition	✓	✓	
Tenancy Deposit Holding and Annual Registration	✓	✓	
Collection and Transfer of 1 <sup>st</sup> Month's Rent	✓	✓	
'Check In' with Tenant and Inventory & Schedule of Condition	✓	✓	
Transfer of Utilities (if requested)	✓	✓	
Onward Monthly Rent Collection	X	✓	
Rent Forwarding by BACS Transfer & Monthly Statements	X	✓	
Periodic Property Inspections	X	✓	
Rent Arrears Chasing and Credit Control	X	✓	
Routine Repairs and Maintenance Management	X	✓	
Management Float Retained (On request only)	X	X	
Payments to Tradespersons	X	✓	
'Check Out' with Tenant and Inventory & Schedule of Condition	X	✓	
Annual Rent Review	X	✓	
Tenancy Renewal Documentation and Negotiations	Quote	Quote	