












| Service List | Let Only | Rent Collection | Fully Managed |
|---|---|---|---|
| Valuation of your property, update on market conditions and current legislation |  |  |  |
| Professional photographs and/or videos |  |  |  |
| Advertising with Zoopla, our website & social media |  |  |  |
| Arrange and accompany viewings |  |  |  |
| Detailed referencing of the applicants & guarantors, with credit checks |  |  |  |
| Negotiation of the terms of the tenancy |  |  |  |
| Ensuring the property is legally compliant for let with the relevant certificates |  |  |  |
| Preparation and execution of an Assured Shorthold Tenancy agreement |  |  |  |
| Deposit submission into the Deposit Protection Scheme (DPS) |  |  |  |
| Preparation of deposit Prescribed Information |  |  |  |
| Arranging an Inventory to be compiled, by an inventory clerk |  |  |  |
| Notification of tenancy start to the utility companies & council tax |  |  |  |
| Monthly rent collection & statement of account | |  |  |
| End of year statement of account (on request) | |  |  |

| Service List (continued) | Let Only | Rent Collection | Fully Managed |
|---|----------|---|---|
| Primary contact for tenants to report maintenance issues | | |  |
| Obtaining quotes & coordinating maintenance by qualified & insured contractors | | |  |
| Administration of invoices relating to the property from rent received | |  |  |
| Conduct property inspections no less than bi-annually & provide report to landlord | | |  |
| Serving of legal notices (please be advised for Section 21 and Section 8 notices we may refer you to a solicitor) | | |  |
| Preparation & execution of renewal of tenancy | | |  |
| Provide the tenant with end of tenancy details | | |  |
| End of tenancy management, negotiating deductions from deposit if required | | |  |
| Notification of tenancy end to utilities & council tax (only when conducted on move in) | | |  |
| Preparation of evidence for dispute resolution or court hearings | | |  |

Service structures can be altered to tailor to your specific needs but this will also be reflected in the cost.

TERMS AND CONDITIONS OF BUSINESS FOR A LANDLORD WITH RENT EAST YORKSHIRE



LANDLORD FEE STRUCTURE

All services and fees are tax deductible.

VAT at the current rate of 20% is charged on top of ALL of our fees.

| LET ONLY OPTION | |
|---|-----------------------------|
| Tenancy Set Up Fee | £550 + VAT |
| Tenancy Renewal/Rent Increase Fee | £95 + VAT |
| Arranging safety certificates | £25 + VAT + costs |
| Inspections during tenancy with report | £100 + VAT |
| Check out inspection | £120 + VAT |
| DPS Claim | £200 + VAT |
| Energy Performance Certificate | £80 + VAT |
| RENT COLLECTION OPTION | |
| As above with additional monthly fee of | 8% + VAT |
| FULLY MANAGED OPTION | |
| Tenancy Set Up Fee | £450 + VAT |
| Monthly Management Fee | 10% of monthly income + VAT |
| Energy Performance Certificate | £80 + VAT |

TERMS AND CONDITIONS OF BUSINESS FOR A LANDLORD WITH RENT EAST YORKSHIRE



LANDLORD FEE STRUCTURE CONTINUED

All services and fees are tax deductible.

VAT at the current rate of 20% is charged on top of ALL of our fees.

| AVOIDABLE COSTS | |
|---|---|
| Obtaining Proof of Ownership | £10 + VAT |
| Re-issuing or amending contracts | £30 + VAT |
| Early termination fee - <i>see clause 15.1</i> | £550 + VAT |
| Duplication & testing of extra keys | £10 + VAT plus the cost of key cutting |
| Administration of NRL tax returns | £350 + VAT per year |
| Duplicate end of year statement | £15 + VAT |
| PROJECT MANAGEMENT | |
| Obtaining estimates and supervision of major works | 10% of cost of work + VAT with a minimum charge of £500 |
| PROPERTY SELLING | |
| Where Rent East Yorkshire are responsible for the introduction of a buyer | 0.5% of agreed sale price + VAT |

Additional charges may apply for works not detailed above. Please call us to discuss any service or fee structures and how we can tailor them to suit you and your properties needs.