



### **Explanation of Services and Fees**

#### **Tenant-find only: We agree to –**

- Visit the property and advise you on the rent you can expect to achieve
- Give you guidance on what to leave in the property and statutory safety regulations
- Market the property and erect a To Let board
- Introduce prospective tenants and conduct viewings on the property
- Obtain references on prospective tenants
- Prepare and execute a tenancy agreement
- Arrange for a professional standard inventory and check-in (**separate charges apply**)

One-off fee of £500

#### **Management Service: In addition to the services described above we also agree to –**

- Collect the rent
- Pay the rent to you minus any deductions for our fees and expenses
- Advise you if the rent is late and contact the tenant to arrange payment of arrears
- Send you a statement of rent collected and expenses incurred
- Deduct income tax from the rent if you are classed as an overseas resident for tax purposes unless we receive an Inland Revenue exemption certificate
- Manage the property on your behalf
- Arrange for general repairs and maintenance to the property up to the value of £250
- Contact you for permission before carrying out repairs exceeding £250 except in an emergency
- Carry out regular inspections and notify you of any problems

Initial Set Up Fee of £400 then either:

6% of the full term of the contract up-front followed by 3% monthly

Or

12% monthly

**Deposits**

- Where a tenant fails to respond to a deposit release request and we are required to obtain a Statutory Declaration Notice in order to get the deposit funds released, you agree to pay a fee of £60

**Evictions/Court Action**

- If we need to serve a Section 8 Notice in order to evict a tenant you agree to pay an administration fee of £90
- If we need to submit papers to court in order to enforce a Section 21 or Section 8 notice you agree to pay an administration fee of £90 plus the relevant court costs
- Should we be required to attend a court hearing on your behalf you agree to pay £90 for each court visit
- Should we be required to accompany a bailiff to complete a court ordered eviction process you agree to pay a fee of £90

**Renewals**

- We will negotiate tenancy renewals for all levels of service and obtain a rent increase where possible. A fee of £150 is payable on renewal of a fixed term tenancy, plus the relevant commission structure for the duration of the tenancy.
- Where we negotiate a rent increase on a periodic tenancy a fee of £150 is payable

## **Additional Fees**

### **Inspections (included in Full Management Fees)**

- For Tenant-Find only Landlords we can offer property inspections for £50 per inspection

### **Inventories**

- For all levels of service we strongly advise having an inventory drawn up and a check in carried out by a qualified inventory clerk followed by a check-out inspection at the end of the tenancy. Prices vary depending on the size of the property and level of furnishing. Please contact us for inventory/check-in prices; check out prices are:

Studio/1 bed Unfurnished	£72
Studio/ 1 bed Furnished	£84
2 bed Unfurnished	£84
2 bed Furnished	£96
3 bed Unfurnished	£96
3 bed Furnished	£108
4 bed Unfurnished	£108
4 bed Furnished	£120
5 Bed Unfurnished	£120

**Energy Performance Certificate (EPC) £85\***

**Gas Safety Certificate £90\*; with service £160\***

### **Domestic Electrical Installation Condition Report**

Please contact us for a quote, prices are based on the number of circuits and fuse boxes in the property. Properties with an off-peak supply will incur additional charges.

***\*Prices of services provided by third-parties are based on our preferred providers and are subject to change.***

For your protection Amanda Jones Properties is a member of the The Property Ombudsman and Client Money Protect.