

Tenant Introduction Service

One Month's Rent plus VAT (9.99% inclusive of VAT) (based on a 12 month tenancy)

- Agree the market rent and find a tenant in accordance with the landlord guidelines
- Advise on current market conditions and preparation of the property for letting
- Advise on refurbishment
- Provide guidance on compliance with statutory provisions and letting consents
- Erect board outside property in accordance with Town and Country Planning Act 1990
- Discuss non-resident tax status and HMRC (if relevant)
- Prepare property details, photos, floorplan, market the property and advertise on relevant portals
- Accompany prospective tenants on viewings
- Negotiate offers
- Carry out a full credit search on any prospective tenant via an independent credit referencing company
- Obtain references from employers, previous landlord and bank via an independent credit referencing company
- Collect one month's rent in advance, together with a security deposit equal to 5 weeks rent
- David Cliff will register and log the tenants deposit in an approved scheme
- Prepare the tenancy agreement
- Provide tenant with method of payment
- Deduct commission and any pre-tenancy invoices
- Contact Landlord & Tenant prior to the end of tenancy to discuss renewal or termination
- Arrange for utilities and council tax to be registered under the tenants name
- Arrange Inventory & Check In/Check Out via an Independent Inventory Clerk
- The Landlord will be responsible for arranging any maintenance works

Set Up Fee: £300 plus VAT (£360 inclusive of VAT)

Applicable to Rent Collect & Fully Managed Service Only

- Agree the market rent and find a tenant in accordance with the landlord guidelines
- Advise on current market conditions and preparation of the property for letting
- Advise on refurbishment
- Prepare property details, photos, floorplan, market the property and advertise on relevant portals
- Accompany prospective tenants on viewings
- Negotiate offers
- Carry out a full credit search on any prospective tenant via an independent credit referencing company
- Obtain references from employers, previous landlord and bank via an independent credit referencing company
- Prepare the tenancy agreement
- David Cliff will register and log the tenants deposit in an approved scheme
- Provide guidance on compliance with statutory provisions and letting consents
- Erect board outside property in accordance with Town and Country Planning Act 1990
- Discuss non-resident tax status and HMRC (if relevant)

Rent Collection Service

10% plus VAT (12% inclusive of VAT)

- Collect one month's rent in advance, together with a security deposit equal to 5 weeks rent
- Receive and remit rent received as received
- Make any necessary HMRC deduction
- Prepare regular statements
- Operate rent arrears process should rent not have been received
- Provide advice on rent arrears actions, if applicable
- Provide tenant with method of payment
- Deduct commission and any pre-tenancy invoices
- Contact Landlord & Tenant prior to the end of tenancy to discuss renewal or termination
- Arrange for utilities and council tax to be registered under the tenants name
- Arrange Inventory & Check In/Check Out via an Independent Inventory Clerk
- The Landlord will be responsible for arranging any maintenance works

Fully Managed Service

12% plus VAT (14.4% inclusive of VAT)

- Collect one month's rent in advance, together with a security deposit equal to 5 weeks rent
- Receive and remit rent received as received
- Make any necessary HMRC deduction
- Prepare regular statements
- Operate rent arrears process should rent not have been received
- Provide advice on rent arrears actions, if applicable
- Provide tenant with method of payment
- Deduct commission and any pre-tenancy invoices
- Contact Landlord & Tenant prior to the end of tenancy to discuss renewal or termination
- Arrange for utilities and council tax to be registered under the tenants name
- Arrange Inventory & Check In/Check Out via an Independent Inventory Clerk
- Hold keys throughout the tenancy
- Regular property inspections (on average no more than 3 per annum)
- Arrange routine repairs and instruct approved contractors (to a maximum of £600)
- Approve supplier invoices
- Arrange Gas Safety Record, Electrical Installation Condition Report and Portable Appliance Testing, Smoke Alarms & CO monitors
- Arrange pre-tenancy cleaning
- Negotiate with landlord and tenant any disbursement of the security deposit
- Return deposit as agreed with landlord and tenant to relevant parties
- Remit any disputed amount to the Deposit Protection Service for final adjudication
- Unprotect security deposit
- You will have no contact with the tenant, and everything will go through us as your agent

Additional optional and non optional fees & charges

inclusive of VAT

Please note that some of the following costs are mandatory and must be carried out before a tenancy commences

Service of notices

Serve Section 13 Notice (to increase the rent on a Statutory Periodic Tenancy)	£48
Serve Section 21 Notice (included with management service)	£48
Completion of Court Paperwork	£240
Court attendance	£120 per hour
Interest on unpaid commission/other monies % above the base rate of Bank of England	4%
Copies of remittance advices	£30 (per copy)
Arrangement fee for works or refurbishment over £1000	12% of net cost
Insurance claims	£120 per hour
Abortive tenancy fee	£240
Obtaining more than two contractor quotes (per quote)	£48
Further preparation of any documents for DPS Claim	£120
Tenancy renewal fee (landlords share)	£180
Additional property visits	£48
EPC (Energy Performance Certificate)	£105
Submission of non-residential landlords receipts to HMRC to remit the financial return	£120 quarterly
Installing Carbon Monoxide Alarms	£48
Installing Smoke Alarms	£48
Annual Gas Safety Certificate	£90
Annual Gas Safety Certificate including service	£130
Electrical Installation Condition Report (EICR Level 1/2)	as per contractor invoice
Portable Appliance Testing (PAT)	as per contractor invoice
Legionella Risk Assessment	as per contractor invoice
Re-direction of post overseas	as per postal rate
Posting of Tenancy Agreements	£6
Posting out of statements rather than receipt by email	£6
Obtaining an Official Copy of the Title entries at the Land Registry	£12
For the provision and delivery / collection of temporary heaters to the Property	£48
Arranging a safety check under the Furniture and Furnishings (Fire/Safety Regulations)	£48
Rent protection policy	as per contractor invoice
Professional Photos	as per contractor invoice

Inventory Costs may be applicable including updating and retyping. These costs vary dependent upon whether the Property is Furnished or Unfurnished and upon the size of the Property

Inventory 'make' fee	ranging from £115 to £246
Inventory 'check in' fee	ranging from £105 to £240
Inventory 'check out' fee	ranging from £105 to £240

**Without a professional Inventory, Check In or Check Out David Cliff Property Services Ltd would not be able to assist with the deposit return and advise on dilapidations at the end of the tenancy