

Rates are excluding VAT and based on the rent agreed for the AST.

Service	Intro Service	Rent Collection	Management Plus
Comprehensive marketing	X	X	X
Accompanied viewings (unless by special arrangement)	X	X	X
Finding a tenant	X	X	X
Obtaining references	X	X	X
Drawing up and supervising signing of the tenancy agreement	X	X	X
Serving Section 21 Notice	X	X	X
Organising electrical safety inspection	X	X	X
Organising gas safety inspection	X	X	X
Organising EPC	X	X	X
Arranging inventory & check-in of the tenant	X	X	X
Registering deposit with DPS		X	X
Collection of rent & payment to Landlord		X	X
Arranging tenant to sign standing order mandate		X	X
Sending rent statements to the Landlord		X	X
Sending rent reminders to the Tenant		X	X
Transfer of utilities		X	X
Arranging tenancy extensions		X	X
Rent reviews		X	X
Arranging repairs and maintenance			X
Arranging payment of outgoing			X
Managing the check-out process			X
Advising on deposit deductions			X
Quarterly management inspections			X
Advising Landlord of any Tenancy breaches as made aware			X
Rent Guarantee & Legal Protection			X
	6%	8%	10%