



# Landlords' Letting & Management Services

## Fees & Charges

### Letting Service - Tenant Find Only

To market your property in order to find a tenant, obtain references and issue a tenancy agreement to complete the letting on your behalf, a fee equivalent to one month's rent (inc. VAT) would be charged at the start of the tenancy. If required, an Inventory could be provided prior to the tenancy commencing at an additional fee of £90.00 (+VAT) (£108.00 inc. VAT). Any bond would be passed to you, the landlord, on completion of the letting. You are reminded that it is a legal requirement that all deposits held for assured shorthold tenancies are registered with a government-approved tenant bond protection scheme.

### Property Management Services

Two property management services are offered: **Gold** and **Platinum**. Both include the following management and letting services:

- Initial Survey & Rental Assessment
- Property Marketing
- Tenant Selection & Referencing
- Arranging Gas Safety Checks
- Furnishings & Fire Safety
- Arranging Inventory & Record of Condition
- Tenancy Agreement
- Utility Companies Notification
- Tenants Deposit & Registration
- Damage Dispute Negotiation
- Property Inspections
- Arranging Maintenance & Repairs
- Rent Collection
- Credit Control
- Day to Day Management
- Tenancy Renewal & Rent Reviews
- Pre-end of Tenancy & Check Out Inspections

### Gold Property Management Service

Full Property Management without rent protection: 10% (+VAT) (12% inc. VAT) of the rents collected. A setting-up fee, equivalent to two weeks' rent (+VAT), would be charged at the start of each new tenancy period or one week's rent (+VAT) for renewing a tenancy agreement with an existing tenant. An Inventory will also be required prior to a tenancy commencing at a fee of £90.00 (+VAT) (£108.00 inc. VAT). As it is a legal requirement that all deposits held for an assured shorthold tenancy have to be registered, a tenants deposit scheme registration fee of £35.00 (+VAT) (£42.00 inc. VAT) will be charged on each new letting.

### Platinum Property Management Service

Full Property Management with the benefit of Rent Protection: 12½% (+VAT) (15% inc. VAT) of the rents collected. A setting-up fee, equivalent to two weeks' rent (+VAT), would be charged at the start of each new tenancy or one week's rent (+VAT) for renewing a tenancy with an existing tenant. An Inventory will also be required prior to a tenancy commencing at a fee of £90.00 (+VAT) (£108.00 inc. VAT). As it is a legal requirement that all deposits held for an assured shorthold tenancy have to be registered, a tenant's deposit scheme registration fee of £35.00 (+VAT) (£42.00 inc. VAT) will be charged on each new letting.

Both the Gold and Platinum Services include the management and letting services listed above.

### Other Charges

If you instruct us to provide one of the above services and later decide to withdraw the property from Leek & Weston before it is let, there will be a charge of £75.00 (+VAT) (£90.00 inc. VAT) to cover abortive work.

Should you give notice to Leek & Weston within 6 months of the property being let there will be a Termination of Contract Fee equivalent to one month's rent (inc. VAT); after 6 months the termination fee will be equivalent to two weeks' rent (inc. VAT).

*(Please note that Letting and Property Management fees are tax-deductible expenses and that Terms & Conditions apply to some services referred to above; please ask for details.)*