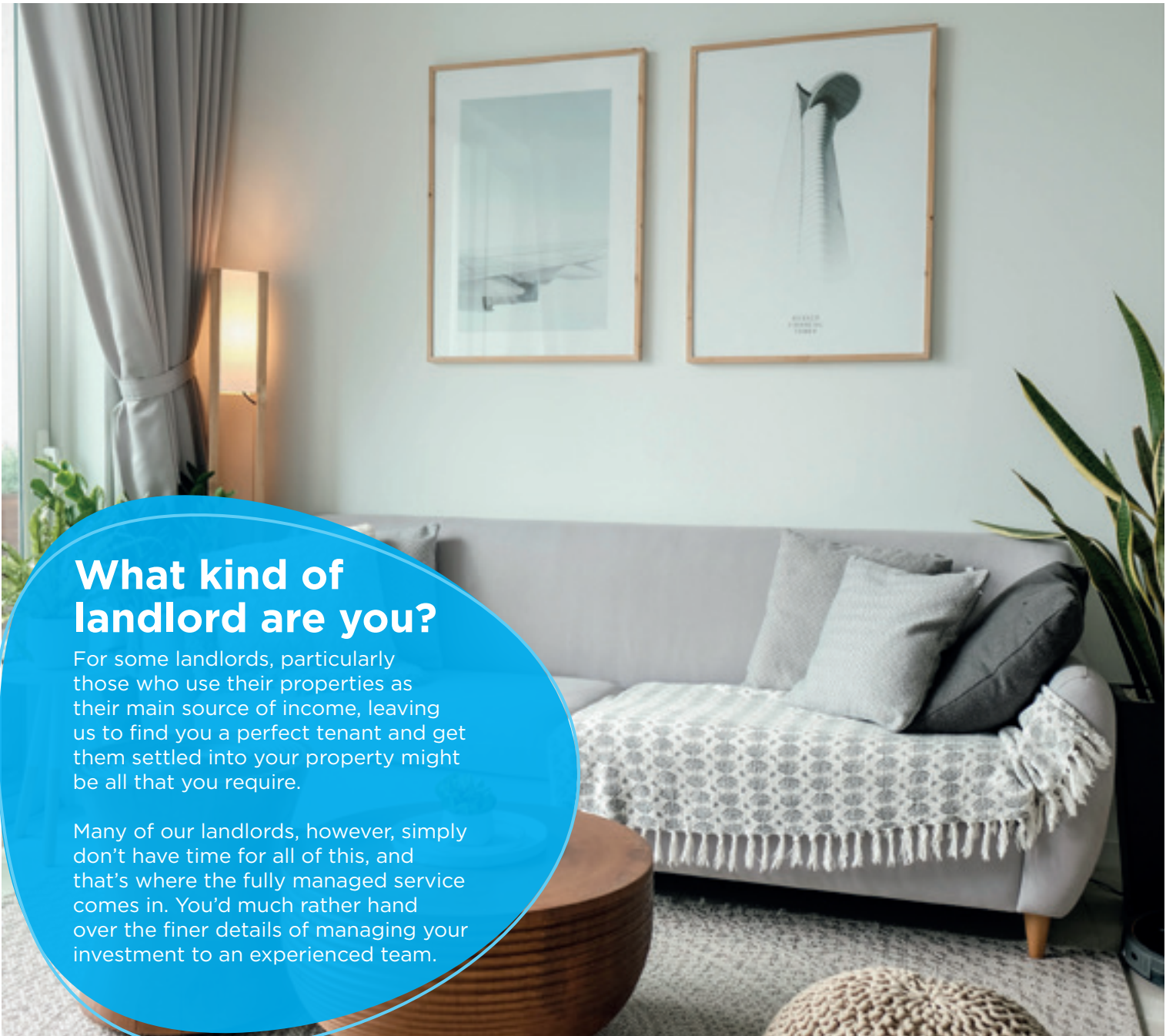


Letting Fees

When letting out your property, you'll want to find a brilliant tenant who will not only pay their rent on time, but will also look after your investment as if it were their own.

complete.

thoroughly good property agents



What kind of landlord are you?

For some landlords, particularly those who use their properties as their main source of income, leaving us to find you a perfect tenant and get them settled into your property might be all that you require.

Many of our landlords, however, simply don't have time for all of this, and that's where the fully managed service comes in. You'd much rather hand over the finer details of managing your investment to an experienced team.

Complete Property are a member of Client Money Protection with UKALA (The UK Association of Letting Agents).



Tenant Find Service:

50% of first months' rent (including VAT), minimum fee £500.00 (including VAT)

Fully Managed Service:

Set up fee: £474.00 (including VAT) and a maximum of 15% monthly management commission (including VAT)

What's included:

	Tenant Find	Fully Managed
Agree the market rent and find a tenant in accordance with the landlord's guidelines	✓	✓
Advise on refurbishment, compliance with property laws and letting consents	✓	✓
Market the property and advertise on relevant portals	✓	✓
Carry out accompanied viewings	✓	✓
Erect board outside property in accordance with Town and Country Planning Act 1990	✓	✓
Advise on non-resident tax status and HMRC (if relevant)	✓	✓
Carry out full referencing procedure	✓	✓
Carry out full written and photographic inventory and schedule of condition		✓
Compile necessary documents to include tenancy agreements and guarantor agreements	✓	✓
Collect and remit the initial months' rent and deposit	✓	✓
Collect the second months' rent and the monthly rent thereafter		✓
Register deposit with the Deposit Protection Service (DPS)	✓	✓
Deduct any pre-tenancy invoices	✓	✓
Make any HMRC deduction and provide tenant with NRL8 (if relevant)	✓	✓
Provide tenant with payment and landlord contact details	✓	
Provide tenant with opening meter readings and advise of method of payment and out of hours contact details		✓
Pursue non-payment of rent and provide advice on rent arrears & deduct commission and other works		✓
Arrange routine repairs and instruct approved contractors		✓
Organise for any safety certificates to be renewed/updated		✓
Carry out property inspections and notify landlord		✓
Hold keys throughout the tenancy		✓
Issue vacating letter and instructions to move out when notice is received		✓
Carry out check out & coordinate any necessary works		✓
Release deposit or proportion of, based on any agreed deductions to tenants	✓	✓

Non-Optional Service Fees for Landlords

		Fully Managed Tenant Find	
Non-standard payment to landlord (cheque)	£6.00	✓	✓
Non-standard payment to landlord (non-UK bank account)	£30.00	✓	✓
Property Withdrawal/Cancellation Fee	£300.00	✓	✓
Dis-instruction Fee	3 x months' commission as notice and release from contract		✓
Rent Protection Insurance	Additional 2.5% of the monthly rent		✓

Optional Service and Fees for Tenant Find Landlords

These may be optional, if this isn't included as standard within the level of service you choose (including VAT):

Property Inspections	£50.00
Rent Arrears and Late Payment Letters	£50.00
Service of Notices (Admin only)	£100.00
Tenancy Renewal Fee	£120.00
Arbitrate/Adjudicate Deposit Disagreements	£120.00 per hour
Court Attendance Fee (excluding expenses)	£240.00 per hour
Issuing Tenant Vacating Letter	£36.00
Inventory and Check Out	£90.00
Deposit Dispute	£120.00
Energy Performance Certificate Admin	£90.00

Optional Service and Fees for Fully Managed Landlords

If there are additional services that you require and these are not included in the level of service that you have chosen, here are some things that we can help with. If what you are looking for is not included below, just get in touch and we'll do what we can to assist. All prices below include VAT.

Preparing Inventory/Schedule of Condition	From £90.00*
Additional Property Inspections:	£50.00
Administration of NRL tax returns	£60.00 per annum
Maintenance Repair Limit (see clause 4.1 of Landlord Terms of Business)	£200.00
Administration of Major Works or Refurbishment	Agreed by separate negotiation based on scale of works
Energy Performance Certificate Admin Fee	£90.00
Hourly Rate for Other Work	£30.00 per hour
Issuing Rent Increase Notice	£120.00
Issuing Tenancy Renewal	£120.00
Issuing a Section 21/6A Notice (served by GA Property Services)	£180.00
Issuing a Section 8 Notice (served by GA Property Services)	£220.00
Deposit Dispute	£120.00
Court Attendance Fee (excluding expenses)	£240.00 per hour

*Depending on size and furnishing

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Complete Property are a
member of Client Money
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Association of Letting Agents).



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