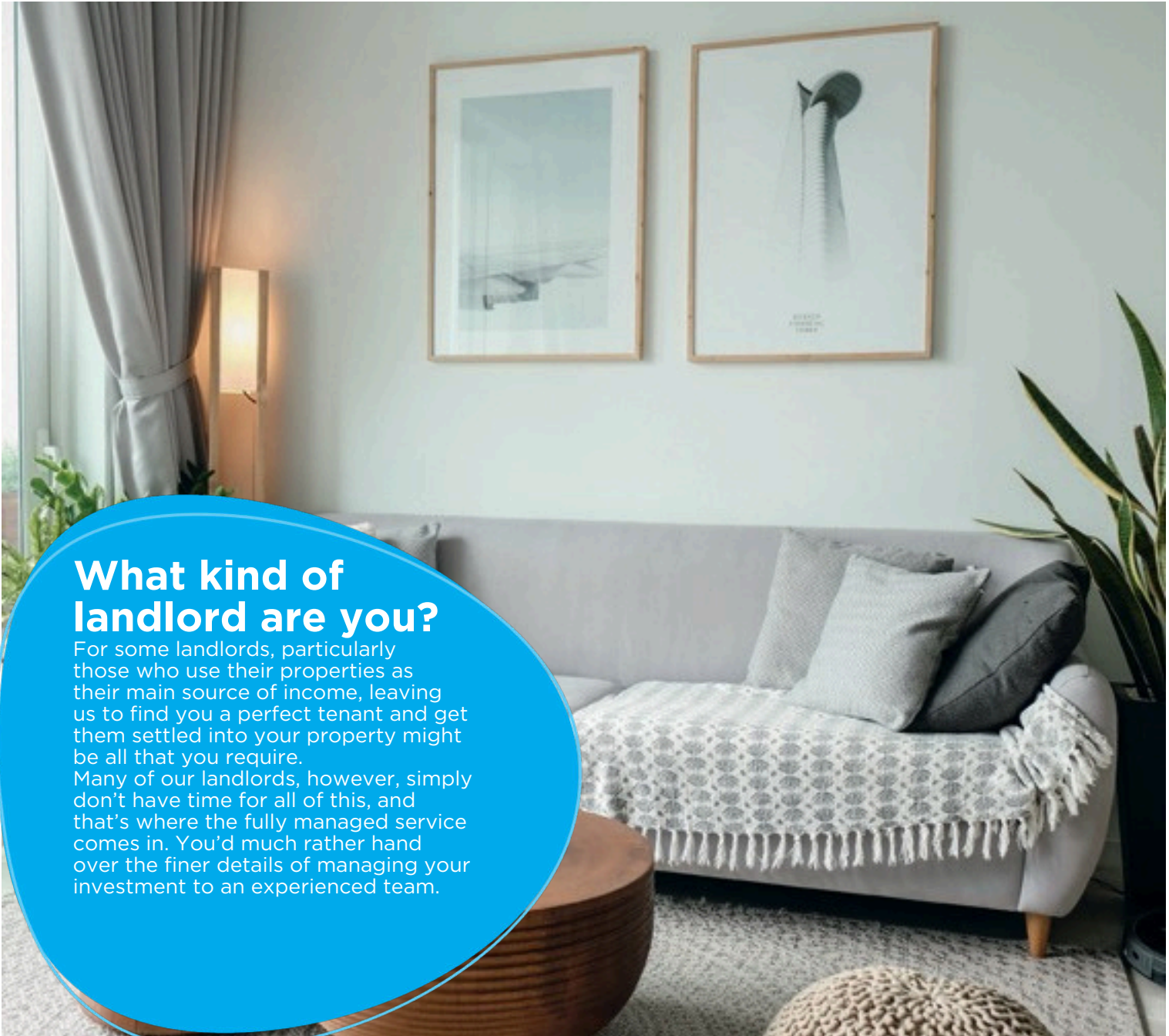


Letting Fees

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:

One Months Rent (including VAT),
minimum fee £1,000.00
(including VAT)

Fully Managed Service:

Set up fee: £600.00 (including VAT) and
a maximum of 18% 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 & letting consent	✓	✓
Market the property and advertise on relevant property portals	✓	✓
Carry out accompanied viewings	✓	✓
Erect 'To Let' board outside property in accordance with relevant legislation	✓	✓
Advise on non-resident tax status and HMRC (if relevant)	✓	✓
Carry out full referencing procedure for any tenants and guarantors (if required)	✓	✓
Instruct External Company to complete an Inventory & Schedule of Condition	✓	✓
Compile necessary legal 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 landlord payment and contact details	✓	✗
Provide tenant with opening meter readings, payment method and out of hours emergency contact details	✗	✓
Persue 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 periodic property visits and provide photographic report to landlord	✗	✓
Hold master set of keys throughout tenancy	✗	✓
Issue vacating letter and move out instructions when notice received from tenant	✗	✓
Instruct External Company to carry out Check-Out and coordinate any works	✗	✓
Release deposit, or proportion of, based on any agreed deductions to tenant	✗	✓

Additional Fees to Landlords

Fees correct as of Jan 2025

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	£500.00	✓	✓
Dis-instruction Fee	3 x months' commission as notice and release from contract		✓
Rent Protection Insurance	Additional 3% of the monthly rent		✓

Optional Service and Fees for Fully Managed Landlords

These are additional services that you may require, that are not included within the set up fee paid (inc. VAT):

Energy Performance Certificate (EPC) Admin	£100.00
Bailiff or Court Attendance Fee (Per Hour)	£300.00
Maintenance Repair Limit	£200.00
Major Works and Refurbishments Admin (per hour)	£50.00
Change of Service Admin Fee	£360.00

Optional Service and Fees for Tenant Find Landlords ONLY

These are additional services that you may require and are not included in the level of service that you have chosen. 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.

Energy Performance Certificate (EPC) Admin	£100.00
Check Out Report - Studio or 1 Bed	£120.00
Check Out Report - 2 Bed	£150.00
Check Out Report - 3 Bed	£180.00
Check Out Report - 4 Bed	£220.00
Check Out Report - 5 Bed +	£250.00
Property Inspections	£120.00
Rent Arrears / Late Payment Letters	£120.00
Service of Notices Admin Only e.g. Section 13	£250.00
Tenancy Renewal	£360.00
Register Deposit	£120.00
Provide Advice on Deposit Return Process/Deductions	£120.00
Submit Deposit Dispute Evidence	£250.00
Hourly Rate for Other Work	£50.00

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