

# Kearsney Property Services

## Letting & Management Service

### Full management service:

- 10% of rent collected (no VAT payable).
- £350 for preparation of lease agreement
- £300 per year for rent protection cover.
- Arrange for inventory to be prepared by specialist independent company in line with Tenants Deposit Scheme. Cost from £60 plus VAT for a 2 bed unfurnished property (cost varies depending on size of property and level of furnishings). Charged at cost from contractor invoice.
- 10% contract value fee for project management of maintenance/repairs over a contract value of £1,000.00
- Negotiated fixed fee for handling of any insurance claims
- Attendance at Management Company meetings on a chargeable basis.
- Rent collection only fee 9%

### Comprehensive service to include:

- Marketing the property
- Tenant interviewing, selection, & full referencing and Right to Rent checks.
- Accompanied viewings
- Arranging and production of Tenancy Agreement
- Rent collection & holding of deposits
- Pay rental less deductions direct to Landlord bank account
- Providing monthly statement of account
- Tenant liaison, dealing with day-to-day enquiries
- Key holding
- Utility liaison, transferring / closing
- Preparation of inventories and check out.
- Instructing Contractors as necessary & checking works
- Routine management: i.e. repairs & maintenance arising from 'wear & tear' as a result of the tenancy. Historical problems prior to take on of a property are not considered as routine management & will be chargeable separately

- Recommending & overseeing of minor property maintenance
- Quarterly checks of the property
- Annual property valuation or sooner, dependant on property market movements.

Non-routine Management, i.e. dry rot, subsidence, re-roofing, exterior works or the purchase of new equipment will be subject to an additional project management charge as itemised above.

## Tenant Find Only Service

### Fee of 50% of first months rent (minimum fee £500) to include:

- The introduction of a tenant
- Inspecting the property and advising owner / landlord of rental value
- Arrange and supervise appointments for tenants to view the property
- Take up proper and relevant references, i.e. employers reference; previous landlord's reference, credit check, Right to Rent checks.
- Prepare the tenancy agreement
- Give tenant instructions on how to pay rentals to the landlord
- Give tenant contact details of landlord / person managing the property.
- Advise on legal documentation to serve prior to move in.