

Residential Lettings Landlord Services and Fees

Service Fees

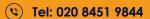
Let Only:	10% + VAT (12% Inc. VAT)
Rent Collection:	12% + VAT (14.4% Inc. VAT)
Full Management:	14% + VAT (16.8% Inc. VAT)
Comprehensive Management:	20% + VAT (24% Inc. VAT)

Additional Service Fees

£36 Inc. VAT Deposit Registration Fee: Inventory, Check In / Out: To be agreed (depending on size) Tenant Referencing: Up to 2 referencing included £50 Inc. VAT per additional referencing **Tenancy Agreement:** £150 Inc. VAT Deed of Guarantee: £50 Inc. VAT Change of Sharer Administration: £250 Inc. VAT Pet Licence: £50 Inc. VAT £99 Inc. VAT **Energy Performance Certificate:** Gas Safety Certificate: £80 Inc. VAT Selective Licence: £250 Inc. VAT HMO Application Service: Additional / Mandatory Licence: £300 Inc. VAT Property Inspection (If more than two): £60 Inc. VAT (Managed Only) Vacant Property Management: £100 Inc. VAT per month Transfer by the Agent of the deposit to a different tenancy deposit scheme (if requested by the Landlord after the initial registration): £50 Inc. VAT Deposit negotiation and/or dispute handling (if requested by the Landlord): £300 Inc. VAT (Let Only & Rent Collection Only) Obtaining quotes for maintenance works at the Property estimated to cost in excess of £1,000: £120 Inc. VAT Arranging maintenance works at the Property which cost in excess of £1,000: 10% + VAT (12% Inc. VAT) of the total cost of the works (less our fee for arranging the quote) Section 21 Notice: £60 Inc. VAT (Let Only & Rent Collection Only) Court Attendance (Tenants debt): £100 Inc. VAT per hour Income Tax Deductions (Overseas Landlords): £50 Inc. VAT

We offer bespoke packages depending on the Services requested. Please speak to a member of staff to find out more.

www.portlandestateagents.co.uk



PORTLAND SERVICES

	LET ONLY	RENT COLLECTION	FULL MANAGEMENT	COMPREHENSIVE MANAGEMENT
Full marketing including photos and floorplan	√	✓	✓	√
Advice on regulation and legal aspects of lettings	~	✓	✓	\checkmark
Sourcing & introduction of tenants	~	~	✓	\checkmark
Tenancy terms negotiation	~	✓	✓	\checkmark
Professional references (for up to two persons) including credit checks, employers, previous landlord, accountants and guarantors (if applicable) *	~	~	~	√
Tenancy Agreement*	~	√	✓	✓ (free)
Arranging Energy Performance Certificate	~	✓	✓	\checkmark
Arranging Gas Safety & Electrical Certificates (if requested)	~	✓ ✓	✓	√
Arranging an Inventory / Schedule of condition & Check In	✓	√	✓	\checkmark
Collection of initial Rent & deposit	√	√	✓	✓
Registration & payment of deposit with certificates issued*	✓	✓	✓	√ (free)
Rent guarantee and legal protection*	· · ·	· · · · · · · · · · · · · · · · · · ·	✓ ·	✓ (free)
Make any HMRC deduction and provide Tenants with the NRL8 (if relevant) *	✓ ✓	↓ ↓	✓	✓ (free)
Ongoing collection of rent		✓	✓	✓
Payment to you via BACs		~	✓	✓
Monthly / Yearly rental statement		✓	✓	√
Pursue non-payment of rent and provide advice on rent arrears		✓	✓	\checkmark
Dur fees spread over the term of the Tenancy		√	✓	✓
Advise all relevant utility providers of changes			✓	√
Advising on property licence (if applicable)			✓	✓
Main point of contact for your Tenants including emergency line			✓	✓
Arrange routine repairs and instruct approved contractors			✓	✓
Periodic property inspections (2 per yearly Tenancy) with report			✓	✓
Right to rent follow up checks			· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·
· ·			✓ ✓	✓ ✓
Arranging ongoing safety checks			v √	
Serving initial statutory legal notices for possession				√
Advising on deposit deductions (subject to professional inventory)			✓ 	
Drganising professional cleaning at beginning & end of Tenancy			✓	✓
Property Management while vacant* In addition to the above, the following is included free of Additional Fees**: All professional references (including credit checks,			✓	✓
 employers, previous landlord, accountants and guarantors, if applicable) save for fees in excess of £30 charged by previous landlords or agents of the prospective tenant Initial Tenancy Agreement & Subsequent Renewal Agreements Deed of Guarantees Registration & payment of deposit with certificates issued 				×
 Registration prescribed information Energy Performance Certificate Annual Gas Safety Certificate Professional inventory, schedule of condition including check-in & check-out Rent guarantee and legal protection cover Change of sharer administration Pet licence if pets accepted in property 				