

FEES TO: LANDLORDS

WWW.PURBECKS.COM

01449771133

INFO@PURBECKS.COM

Full Management Service

- Full advertising of the property on the internet and in local press.
- Market appraisal of the rental of the property.
- Arrange and monitor relevant gas/electrical safety checks (additional fee applicable for a third party).
- Preparation of leases and all other relevant paperwork.
- Preparation of and Comprehensive inventory and condition report on the property, to include digital photography. Conducted by an independent insured third party.
- Full Applicant Referencing -
 - *Collecting employer reference.*
 - *Collecting previous landlord reference.*
 - *If necessary collecting reference from bank/accountant.*
 - *Arranging Credit score for applicant.*
 - *Anti Money Laundering Checks*
 - *Home Office and HMRC Right to Rent/Immigration Checks*
 - *Initial meeting at property and check-in*
- Conducting Legionella disease risk assessment
- Registration of property with a tenant's deposit scheme.
- Notifying utility companies of new tenant details and supplying with up-to-date meter readings.
- Preparation of standing orders to collect rent from the tenant and pay to the landlord.
- Preparation of monthly statements.
- Creation of annual statement for accountant/end of year.
- Collection of one month's rent in advance and a security deposit.
- Arranging regular property inspections with the tenant, carrying out regular property inspections and reporting to the landlord.
- Reporting of necessary maintenance work and arranging for competitive quotes or estimates.
- Before the end of the Short Hold Tenancy Agreement, we will discuss with the landlord and tenant whether the agreement will continue, or whether the property is to be let to another tenant.
- Re-letting the property.
- Undertake a final inspection of the property on behalf of the landlord.
- Arranging for the return of the deposit to the tenant, minus any funds to pay for damage, breakages etc.

For the above service Purbeck & Co will charge an initial arrangement fee of £540.00 (VAT incl.)

followed by a monthly charge of 9.9% (VAT incl.) of the monthly rental amount.

Subject to a minimum term of 6 months

References & Credit Checks Obtained By: **Rightmove Referencing**

Tenant Deposits Held By: **The DPS**

Independent Redress Provided By: **TPOs**



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Introduction Only Service

- Full advertising of the property on the internet.
- Arranging and carrying out viewings for all suitable prospective tenants.
- Preparation of leases and all other relevant paperwork. Cost Split between Landlord and Applicant
- Arranging collection of one month's rent in advance and security deposit.
- Ensuring compliance of gas and electricity safety checks, an additional third party contractor fee may be applicable if property is non-compliant.
- All relevant documentation transferred to the landlord.
- Standing order details obtained for payment to the landlord.
- Provision of an invoice outlining all professional charges and service costs.

Introduction only service charge is 72% (VAT Incl.) of 1 month rent for a sole agency agreement, subject to a minimum fee of £600 (VAT Incl.). 1 month rent + VAT for a multiple agency agreement.

Additional Products and Services

- **Inventory.** Preparation of and Comprehensive inventory and condition report on the property, to include digital photography. Conducted by an independent insured third party. **£156 (VAT Incl.)**
- **Utilities.** Notifying utility companies of new tenant details and supplying with up-to-date meter readings. **£54 INC VAT**
- **Deposit Holding.** Holding of deposit for the landlord within Purbeck & Co's Deposit Protection Service account and releasing upon instruction from landlord. **£60 (VAT Incl.)** plus an annual charge of **£12.00 (VAT Incl.)**
- **Inspections.** An inspection will be carried out upon landlord's instruction at a suitable time for the tenant. Purbeck & Co will advise tenant as to any issues and report to back to the landlord. **£108 (VAT Incl.)**
- **Checking out.** Upon the termination of the agreement Purbeck & Co will send a "Tenants guide to checking out" checklist to the tenant and inspect the property accordingly to ensure property is left in its original condition as detailed in the inventory **£180 (VAT Incl.)**
- **Mortgage Valuation Letter.** To provide mortgage company with a valuation letter. **£36 (VAT Incl.)** (fully refundable if property is let via Purbeck & Co thereafter)
- **Tenancy Renewal.** New 6 or 12 month Assured Shorthold Tenancy Agreement will be generated to continue at the expiry of the existing ASTA. **£82 (VAT Incl.)** If initiated by Landlord.