

### LETTINGS SERVICE:

- Visiting your Property to provide a rental assessment
- Marketing the Property
- Conducting the Viewings with prospective Tenants
- Negotiating a Tenancy between yourself and prospective Tenants
- Taking a Holding Deposit which demonstrates both the Landlord and the Applicant's commitment to enter in an agreement subject to contract and references
- Taking references for the Tenant(s) and Guarantor(s) as applicable (Please refer to the Schedule of Fees in Part B to see if this will be at your expense)
- Creating and arranging for the tenancy agreement to be signed by both parties
- Collecting the first instalment of rent from the Tenant(s)
- Registering the Deposit with a Government approved deposit scheme or holding the tenancy deposit where the tenancy is not an assured shorthold agreement .
- Accounting to you with a statement for the first instalment of rent paid by the Tenant
- Negotiating any renewal of the tenancy at the end of the fixed term or during a periodic agreement (Commissions and fees are applicable)
- Checking all of the Applicant Right to Rent documents at the commencement of the initial tenancy term for the proposed occupants

### RENT COLLECTION:

- All services in LETTINGS SERVICE plus below
- Arranging for the Tenant(s) to set up a standing order payable to us on your behalf (other service levels)
- Arranging for the Tenant to make regular payments in accordance with their tenancy agreement
- Accounting to you throughout the term of the tenancy occupation with a statement of rent paid, invoices paid on your behalf and our fees / commissions

### FULLY MANAGED:

- All services in LETTINGS SERVICE and RENT COLLECTION plus below.
- Informing the utility providers (gas, electric & water) and council tax of your new Tenant's details (where applicable)
- Holding a set of keys for the duration of our agreement
- Property Visits on a 6-monthly basis plus an initial visit 3 months after move in.
- Recording renewal dates for safety records and arranging for renewal checks (All safety checks are at your expense)
- Arranging repairs and maintenance as required at the Property and accounting to you accordingly on your statement up to £250.00 inc. VAT
- Obtaining two estimates for maintenance likely to be over £250.00 inc. VAT
- Liaising with your Tenant regarding all matters in relation to the tenancy you have in place with them under our Management Service
- Arranging a check out at the Property with your Tenant (Please refer to the Schedule of Fees in Part B to see if this will be at your expense)
- Obtaining quotes for any work required / identified as dilapidations or for those which are your responsibility
- Informing your Tenant and negotiating any potential deductions from the Tenancy Deposit
- Administering the agreed return of the deposit via The Deposit Protection Service or directly from our client account

**Five weeks rent (inc VAT)**

**Min fee payable £900.00 (inc VAT)**

**12% of rent (inc VAT)**

**15% of rent (inc VAT)**

### Tenancy Arrangement and Preparation

To include preparing the tenancy agreement, providing a sample copy to your prospective Tenant, taking a Holding Deposit to show commitment to wish to enter into an agreement (subject to contract and references), arranging the Tenant's standing order (where applicable), accounting to you regarding the first rental paid less our fees and commission, utility setup \*.

- Management Service: 30% of one month's rent including VAT (Deducted from the first month's rent)
- Rent Collection Service: 30% of one month's rent including VAT (Deducted from the first month's rent)

\*managed properties only

### Preparation of Renewal Agreement

- Management Service: £90 inc VAT
- Rent Collection Service: £90 inc VAT
- Letting Service: £120 inc VAT

### Waiting at the Property

- £30 per hour inc VAT

### Providing Duplicate Statement(s)

- £12 inc VAT per statement subject to a minimum charge
- £12 inc VAT minimum charge

### Reporting to and making payments to HMRC for overseas Landlords without HMRC approval

- Management Service: £50 inc VAT
- Rent Collection Service: £50 inc VAT
- Letting Service: £50 inc VAT

### Property Visits

- Management Service: £50 inc VAT
- Rent Collection Service: £50 inc VAT
- Letting Service: £50 inc VAT

### Service of a Section 21 Notice or a Notice to Quit

- Management Service: included
- Rent Collection Service: £114 per notice served inc VAT
- Letting Service: £114 per notice served inc VAT

### Void Period Property Visits

- Management Service: £50 inc VAT
- Rent Collection Service: £50 inc VAT
- Letting Service: £50 inc VAT

### Float we will hold on account

- Management Service: Usually £250.00
- Rent Collection - N/A
- Letting Service - N/A

### Additional work undertaken outside the scope of our agreement

- £50 per hour inc VAT - relevant to all three services.

### Seeking additional estimates for maintenance work over the two provided within our service.

- £30 inc VAT.

### Key Cutting Service (in addition to cost of the key)

- £5.00 inc VAT per key provided

### Charge where we have found a suitable Prospective Applicant and have proceeded with the application and you refuse their offer.

- 30% of one months rent inc VAT

### Providing annual statement(s)

- £30 inc VAT per statement

Our fully managed and rent collection services include the option to add a rent guarantee and legal service. This is supported by an insurance policy provided to Winkworth Reading by HomeLet, which is subject to T&C's (See the section on Rent Recovery Plus for summary of key details). This service is charged at £30.00 inc. VAT per property, per month for a minimum 12 month policy term.

**New Inventory & Check in services:** This service offers a combined brand new inventory make and check in compiled and undertaken by a third-party supplier. Please see costs for services below dependent on the size of the property and if let on a furnished or unfurnished basis.

	Furnished	Unfurnished		Furnished	Unfurnished
Studio	£190	£170	4 Beds	£335	£265
1 Bedroom	£210	£180	5 Beds	£375	£320
2 Beds	£235	£205	6+ Beds	£410	£385
3 Beds	£280	£260	All prices shown inclusive of VAT		

**Inventory Creation Only (No Check in service):** Should you wish us to arrange the creation of a brand-new inventory for your property, then we can instruct a third-party independent inventory company at the following cost (dependent on size of property).

	Furnished	Unfurnished		Furnished	Unfurnished
Studio	£114	£102	4 Beds	£210	£162
1 Bedroom	£126	£108	5 Beds	£234	£186
2 Beds	£150	£126	6+ Beds	£264	£222
3 Beds	£180	£150	All prices shown inclusive of VAT		

**Update of Inventory & Check in services:** An update to an existing Exec PM Ltd inventory and check in service. The following costs would apply:

	Furnished	Unfurnished		Furnished	Unfurnished
Studio	£150	£130	4 Beds	£175	£165
1 Bedroom	£155	£136	5 Beds	£190	£176
2 Beds	£155	£140	6+ Beds	£202	£186
3 Beds	£172	£162	All prices shown inclusive of VAT		

**Schedule of Condition Check in Only:** Take photos of each room, note condition of property, take meter readings. Meet tenants, show meters and carpark space, advise on condition of property and obtain signature for the key handover, provide a copy of the report.

	Furnished	Unfurnished		Furnished	Unfurnished
Studio	£72	£66	4 Beds	£86	£82
1 Bedroom	£77	£72	5 Beds	£96	£92
2 Beds	£77	£72	6 Beds	£102	£97
3 Beds	£86	£82	All prices shown inclusive of VAT		

**Check-Out:** An inventory check-out service undertaken by our preferred third-party inventory contractor at the end of tenancy. This service will include review of the condition of the property upon its return by your tenant(s) against the original inventory/inventory check in report, the reading of accessible meters and the collection of issued keys, fobs and permits which were issued to the tenants.

	Furnished	Unfurnished		Furnished	Unfurnished
Studio	£116	£104	4 Beds	£164	£145
1 Bedroom	£128	£110	5 Beds	£188	£170
2 Beds	£146	£122	6 Beds	£212	£194
3 Beds	£152	£134	All prices shown inclusive of VAT		

**ExecPM Updated Inventory Only:** \*Price for ExecPM Ltd inventory only, update original inventory with photos, key detail and meter readings on date of update. No check in with tenants. Update for any other inventory POA.

	Furnished	Unfurnished		Furnished	Unfurnished
Studio	£79	£67	4 Beds	£91	£86
1 Bedroom	£79	£67	5 Beds	£96	£86
2 Beds	£79	£69	6 Beds	£102	£91
3 Beds	£89	£81	All prices shown inclusive of VAT		

### Other Services:

- **Service A Key Drop:** £67.00 inc. VAT. Collect keys, read meters, check smoke detectors, signature from tenant.
- **Service B Property Check:** £55.00 inc. VAT. Pre-inventory and pre-checkout condition checking on maintenance, smoke detectors, gas fires, garden etc.
- **Inspection visits:** Charged at £40.00 inc. VAT per inspection.
- **Cancellation of booked services:** Cancellations not made with 24 hours' notice will incur an administration fee of £50.00 inc. VAT.

### Rent Recovery Plus – Rent Protection & Legal Eviction

For Landlords who wish to protect their rental income, Winkworth Reading can purchase a Rent Recovery Plus product from HomeLet to support the management services we provide to you, we are the policy holder but as the landlord, you would have your interest noted on the policy we hold. Having an "interest in" means you as the landlord can benefit from this service in the event of an accepted claim. Please ask one of our team if you wish to find out more and for full details.

A summary of the features of the policy supporting our service to you are as follows:

- Cover for the total monthly rent, no matter how many tenants are on the tenancy agreement. (Max. £2500)
- Missed rental payments until vacant possession of the property or for up to 15 months, whichever comes first
- Up to three months' rental payments at 75% following vacant possession (where applicable)
- Legal expenses up to £100,000 to cover eviction costs if the tenant is in breach of certain obligations under their tenancy agreement
- Covers certain breaches of the tenancy agreement by the tenant, including non-payment of rent and expired section 21 notices
- Cover should a tenant defend the action taken, HomeLet continue to pay the claim until the challenge has been resolved.
- Renewable 12 months cover period
- Rent Recovery Plus covers the whole property meaning the policy continues even when/if the tenants change
- No policy excess - missed rental payments are covered straight away

**Change of Sharer:** £250 (inc. VAT) per replacement tenant or any reasonable costs incurred if higher. To cover the costs associated with taking landlord's instructions, new tenant referencing and Right-to-Rent checks, deposit registration as well as the preparation and execution of new legal documents.