

### 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)
- Doing Right to Rent checks

**Five weeks rent (inc VAT)**  
**Min fee payable £900.00 (inc VAT)**

### 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

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

### 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

**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

## Other services

Our fully managed and rent collection services also include an 'interest in' Winkworth Reading's Inspire Pro Policy subject to T&C's. (See below for more information on this service).

Our Let Only service includes the option to add Innovate, a service provided by HomeLet subject to T&C's (See the section on Innovate for a summary of key benefits). The service is charged at £180.00 Inc. VAT per year and payable in advance per property.

**New Inventory & Check in:** 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
<b>Studio</b>	£190	£170	<b>4 Beds</b>	£335	£265
<b>1 Bedroom</b>	£210	£180	<b>5 Beds</b>	£375	£320
<b>2 Beds</b>	£235	£205	<b>6+ Beds</b>	£410	£385
<b>3 Beds</b>	£280	£260			

**Inventory Creation:** 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
<b>Studio</b>	£114	£102	<b>4 Beds</b>	£210	£162
<b>1 Bedroom</b>	£126	£108	<b>5 Beds</b>	£234	£186
<b>2 Beds</b>	£150	£126	<b>6+ Beds</b>	£264	£222
<b>3 Beds</b>	£180	£150			

**Update of inventory:** Should an update to the original inventory creation be required ahead of any proposed tenancy then the following costs would apply. **Updates to Exec PM Ltd reports:**

	Furnished	Unfurnished		Furnished	Unfurnished
<b>Studio</b>	£78	£66	<b>4 Beds</b>	£90	£85
<b>1 Bedroom</b>	£78	£66	<b>5 Beds</b>	£95	£85
<b>2 Beds</b>	£78	£68	<b>6+ Beds</b>	£100	£90
<b>3 Beds</b>	£88	£80			

**Check in:** An inventory check in service undertaken by our preferred third-party inventory contractor at the property with your new tenants on the commencement date of the agreed tenancy. This service will include handover of keys/fobs for the property, reading of accessible meters.

	Furnished	Unfurnished		Furnished	Unfurnished
<b>Studio</b>	£70	£65	<b>4 Beds</b>	£85	£80
<b>1 Bedroom</b>	£75	£70	<b>5 Beds</b>	£95	£90
<b>2 Beds</b>	£75	£70	<b>6 Beds</b>	£100	£95
<b>3 Beds</b>	£85	£80			

**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
<b>Studio</b>	£114	£102	<b>4 Beds</b>	£162	£144
<b>1 Bedroom</b>	£126	£108	<b>5 Beds</b>	£186	£168
<b>2 Beds</b>	£144	£120	<b>6 Beds</b>	£210	£192
<b>3 Beds</b>	£150	£132			

**Inspire Pro – Rent Protection & Legal Eviction Service\*** (Included in either our standard Fully Managed service or Rent Collection service as detailed under relevant fee section above).

For Landlords who wish to protect their rental income we can purchase a Inspire Pro product via HomeLet and note you as having an "interest in" this policy. Having an interest in this policy means that you may be able to benefit should a successful claim be made. Please ask one of our team if you wish to find out more and for full details. Brief details of the product are below:

- 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)
- No policy excess
- Legal expenses up to £100,000 to cover eviction costs if the tenant is

in breach of their tenancy agreement

- Professional court attendance on your behalf
- Tenancy changeovers (fully transferable to ensure no gaps in cover when tenants change – providing full referencing is completed on new Tenants)

**Innovate – Legal Eviction Service\*** (Included in our standard Let Only service as detailed under relevant fee section above).

The Innovate service offers you a legal eviction service that secures possession of a property if a tenant defaults on their rent, or if possession of the property is legally required. Please ask one of our team if you wish to find out more and for full details. Brief details of the product are below:

- HomeLet's in-house legal and claims team will manage the eviction of tenants.
- The legal eviction service will secure possession of the property following: A tenant not paying their rent (HomeLet will issue a Section 8 Notice on Grounds 8, 10 and or 11). Eviction of tenants following expiry of a valid Section 21 Notice.
- This service covers the required legal process to secure possession of the property limited to a cost of £50,000.
- Obtaining a court date and covering the legal costs associated with obtaining a possession order

**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.