

naomi j ryan
estate agents



LANDLORD SERVICES AND FEES

NAOMI J RYAN LTD

LANDLORD SERVICES & FEES V5 02/20

	Premium Managed 16% inc VAT of each months rent only available to properties at a rent of £800 per month or higher	Fully Managed 14% inc VAT of each months rent	Part Managed 9% inc VAT of each months rent	Tenant Find Only 75% inc VAT of first months rent, upto £900 max
Market appraisal providing advice on maximising rent and legal requirements	✓	✓	✓	✓
Preparation of individual property details inc photographs and floorplan	✓	✓	✓	✓
Full marketing to include listing on property search engines, social media and to our own extensive database	✓	✓	✓	✓
Accompanied viewings (unless otherwise requested by Landlord)	✓	✓	✓	✓
Comprehensive referencing carried out by a professional referencing agency	✓	✓	✓	✓
Preparing tenancy agreement	✓	✓	✓	✓
Advising utility and council tax authorities of a change in occupation	✓	✓	✓	—
Collecting first months rent	✓	✓	✓	✓
Collecting subsequent months rent, rendering statements of accounts and crediting to nominated bank account	✓	✓	✓	—
Collecting & registering the deposit and providing the Tenant with required prescribed information	✓	✓	✓	—
Arranging an Energy Performance Certificate, Landlord's Gas Safety Certificate, Periodical Electrical Inspection and Legionella Risk Assessment (additional costs)	✓	✓	✓	—
Arranging a schedule of Condition/Inventory	✓	✓	✓	—
Arranging a check out inspection at the end of tenancy	✓	✓	✓	—
Liaising with tenants and deposit scheme regarding any deposit deductions, dealing with any disputes and arranging payment to contractors for works carried out	✓	✓	✓	—
		2 per year	1 per year	
Undertaking periodic inspections of the property and providing professional inspection report to include photos	✓	✓	✓	—
Key Holding	✓	✓	✓	—
Provide tenant with 24 hr/365 days a year emergency contact number	✓	✓	—	—
Dedicated maintenance team to respond promptly to arrange contractors and manage repairs	✓	✓	—	—
Payment of contractor invoices from rents collected (no commissions added to contractor bills)	✓	✓	—	—
Arrange renewals of legal safety certificates	✓	✓	✓	—
Serving of statutory notices such as those required to gain possession	✓	✓	✓	—
Rent guarantee and legal protection insurance included	✓	—	—	—

*Please note that the premium managed, fully managed and part managed service are subject to a set-up fee of £250 Inc. VAT and this is reduced to £150 on second and subsequent lets. There is also a checkout fee of £100 Inc. VAT which is payable at the end of the tenancy and the cost of this is deducted from the last months' rent. For further additional fees please refer to our full terms of business booklet.

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