

naomi j ryan  
estate agents



## LANDLORD SERVICES AND FEES

# NAOMI J RYAN LTD

## LANDLORD SERVICES & FEES V7 09/2020

	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 all 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	✓	✓	—
	<b>2 per year</b>	<b>1 per year</b>	
Undertaking periodic inspections of the property and providing professional inspection report to include photos	✓	✓	—
Key Holding	✓	✓	—
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	✓	✓	—

\*Please note that the fully managed and part managed service are subject to a set-up fee of £250 Inc. VAT. 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.

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