

Our services:

Lettings Service Options	Tenant Find Service	Rent Collect	Fully Managed	Premier Portfolio
<b>Pre Tenancy Work</b>				
Development Opportunities, Property Finder & Acquisition Service and Syndicates. Please call for details...				
Rental Income Appraisal	Yes	Yes	Yes	Yes
<b>Marketing</b>				
Marketing the property	Yes	Yes	Yes	Yes
Introduction of Tenant	Yes	Yes	Yes	Yes
Accompanied viewings	Yes	Yes	Yes	Yes
References and credit checks	Yes*	Yes*	Yes	Yes
Tenancy negotiation and Tenancy Agreement	Yes	Yes	Yes	Yes
<b>Inventory and First Month</b>				
Inventory preparation and Schedule of	Yes*	Yes*	Yes*	Yes
Liaise with inventory clerk for check in / out	Yes*	Yes*	Yes	Yes
Collecting first month's rent and security	Yes	Yes	Yes	Yes
Registering utilities in the Tenant's name	No	Yes	Yes	Yes
<b>Ongoing Activities</b>				
Collecting monthly rent and transfer by BACS	No	Yes	Yes	Yes
Itemised monthly statements by e-mail	No	Yes	Yes	Yes
Deposits held under The Dispute Service rules	No	Yes	Yes	Yes
Interim inspections with written reports	No	No	Yes	Yes
Annual Rent Review	No**	No**	Yes	Yes
<b>End of Tenancy Work</b>				
Tenancy end inspection and inventory check	No	No	Yes*	Yes
Serving Housing Act 1988 notices if required	No	No	Yes	Yes
Negotiating deposit release	No	No	Yes	Yes
Renewal of Tenancy Agreements, negotiations and when resumed.	No**	No**	Yes*	Yes
<b>Maintaining the Property</b>				
Co-ordination of repair or maintenance	No	No	Yes	Yes

Arranging Annual Gas Safety Certificate	No	No	Yes	Yes
Enhancement/refurbishment of the Property	No	No	Opt Extra	Yes
Purchasing equipment	No	No	Opt Extra	Yes
Major repairs	No	No	Opt Extra	Yes
<b>Insurance</b>				
Insurance claims	No	No	No	Yes
Rent and Legal Protection Insurance	No	No	Opt Extra	Yes
<p><i>This table is offered as a guide to our services and is non contractual. The final terms of any agreement are contained in our LAA (Landlords Agency Agreement)</i></p> <p><i>*Charges may apply ** Available at a cost, please ask for details.</i></p>				

### SCHEDULE OF FEES

(Please note that fees may increase, if you instruct multi agency. These rates are based on a sole agency agreement)

TENANT FIND ONLY SERVICE	FEE
The tenant introduction service, as shown above.	One months rent, plus VAT at the prevailing rate, subject to a minimum of £500.00 plus VAT at the prevailing rate. This is payable in advance or deducted from the first months rent.
<b>Extra services available</b>	
Inventory/check out	This is dependant on the size of the property, please ask our team for an accurate quote.
Renewal of tenancy agreement	£95.00 plus VAT at the prevailing rate
Electrical installation and appliance check	Cost of contractors invoice, plus £20.00 +VAT at the prevailing rate.
Instruction to a 'Gas safe' registered contractor to carry out a gas safety record	Cost of contractor invoice, plus £20.00 + VAT at the prevailing rate.
Cutting of keys	Cost of cutting, plus £10.00 + VAT at the prevailing rate.
Serving notice to your tenant (s)	£50.00 plus VAT at the prevailing rate.
Duplicate of financial statement	£2.00 plus VAT at the prevailing rate per copy
Rent review	£50.00 plus VAT at the prevailing rate
Registering the tenants deposit with the Deposit Protection Service and providing administration support at the end of the	£150.00 plus VAT at the prevailing rate

tenancy.	
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Energy performance Certificate	£60.00 Plus Vat at the prevailing rate
Tenant referencing	Included within our tenant find only package.
Property visit during a tenancy with report	£50 plus VAT

FULL MANAGEMENT SERVICE	FEE
Set up fee due at the start of each tenancy. This includes as stated above, the tenancy agreement, all marketing, viewings and marketing material, negotiations and references.	£500.00 plus VAT at the prevailing rate
The monthly management charge for the services as stated above.	10% plus VAT at the prevailing rate
Inventory preparation and schedule of condition	This is dependant on the size of the property, please ask our team for an accurate quote.
Duplicates of annual financial statements	£12.00 plus VAT at the prevailing rate.
Fixed term tenancy renewal with no rent increase.	£50.00 plus VAT at the prevailing rate.
Fixed term tenancy renewal with rent increase.	£75.00 plus VAT at the prevailing rate.
Energy performance Certificate	£60.00 Plus VAT at the prevailing rate
Cutting of keys	Cost of cutting, plus £10.00 + vat at the prevailing rate.
'Gas safe' registered contractor to carry out a gas safety record	£60.00 plus VAT at the prevailing rate
Tenant referencing	Included within our management package
Rent guarantee	4% of the monthly rent, plus vat at the prevailing rate.
Check out at the end of the tenancy	£80.00 plus VAT at the prevailing rate
Electrical installation and appliance check	Cost of contractors invoice, plus £20.00 +VAT at the prevailing rate.

<b>Premier Portfolio</b>	
Set up fee	Equal to one month's rent, plus VAT at the prevailing rate. Minimum fee of £700.00 plus Vat at the prevailing rate.
Monthly charge for service as shown above.	15% plus VAT at the prevailing rate.
'Gas safe' registered contractor to carry out a gas safety record only. This does not include any work that may be required at the property.	£60.00 plus VAT at the prevailing rate.
Energy performance Certificate	£60.00 Plus VAT at the prevailing rate
Electrical installation and appliance check	Cost of contractors invoice only. This is dependent on the size of the property. Please ask a member of our team for an accurate quote.

<b>Rent Collection Service</b>	
Set up fee	Equal to one months rent, plus VAT at the prevailing rate. Subject to a minimum fee of £500.00 plus VAT.
Monthly Collection Fee	8% of the monthly rent, plus VAT at the prevailing rate.

\*Please note that fees may increase, if you instruct multiple agents. These rates are based on a sole agency agreement.

\* Manns and Manns will offer discounts to clients that let more than one property with our agency, this includes families. Please ask a member of our team for more information.

\*Our services do not include supervision of your property during vacant periods. However, we do offer a service to visit your property once a week, at a charge of £25.00 plus vat if required.