

Landlords Guide

Manns & Manns in Bursledon, Southampton, has a proactive lettings department, offering an unrivalled property management and tenant find service to landlords.

We have extensive local market knowledge and a genuine interest to give sound investment advice for the future.

You can be assured that we accurately match qualified tenants to suitable properties from the outset, to ensure your property is let as efficiently as possible.

Manns and Manns established in 1938, as a family independent estate agency. The agency has continuously evolved during fluctuating markets and numerous legislation changes to safeguard our client's investments.

Our agency is a member of the National Association of Estate Agents and has client money protection with Property Mark, giving you the reassurance that you are entering into business with a professional agency. Manns and Manns in addition are registered agents of the Property Ombudsman Scheme.

Our services:

Lettings Service Options	Tenant Find Service	Rent Collect	Fully Managed	Premier Portfolio
Pre Tenancy Work				
Development Opportunities, Property Finder & Acquisition Service and Syndicates. Please call for details...				
Rental Income Appraisal	Yes	Yes	Yes	Yes
Marketing				
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
Inventory and First Month				
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
Ongoing Activities				
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
End of Tenancy Work				
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
Maintaining the Property				
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
Insurance				
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.	Equal to one months rent, plus VAT at the prevailing rate, subject to a minimum of £500.00 plus VAT at the prevailing rate. (£600.00 Inclusive of VAT) Example: Rent is agreed at £700pcm. The fee would be equal to £840 Inclusive of VAT.
Extra services available	
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 (£114.00 Inclusive of VAT)
Electrical installation and appliance check	Cost of contractors invoice, plus £20.00 +VAT at the prevailing rate. (£24.00 Inclusive of VAT)
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. (£24.00 Inclusive of VAT)
Cutting of keys	Cost of cutting, plus £10.00 + VAT at the prevailing rate. (£12.00 Inclusive of VAT)
Serving notice to your tenant (s)	£50.00 plus VAT at the prevailing rate. (£60.00 inclusive of VAT)
Duplicate of financial statement	£2.00 plus VAT at the prevailing rate per copy (£2.40 Inclusive of VAT)
Rent review	£50.00 plus VAT at the prevailing rate. (£60.00

	Inclusive of VAT)
Registering the tenants deposit with the Deposit Protection Service and providing administration support at the end of the tenancy.	£150.00 plus VAT at the prevailing rate (£180.00 Inclusive of VAT)

Energy performance Certificate	
Tenant referencing	Included within our tenant find only package.
Property visit during a tenancy with report	£50 plus VAT (£60.00 Inclusive of 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 (£600 inclusive of VAT)
The monthly management charge for the services as stated above.	10% of the monthly rent achieved plus VAT at the prevailing rate. Example fee @10%. Rent achieved £1,000 pcm, our fee would be £120.00 Inclusive of VAT pcm.
Inventory preparation and schedule of condition	This is dependant on the size of the property, please ask our team for an accurate quote. We do not receive any money from clerks to arrange a quotation or charge for organising the quotation.
Duplicates of annual financial statements	£12.00 plus VAT at the prevailing rate. (£14.40 Inclusive of VAT)
Fixed term tenancy renewal with no rent increase.	Included within our management service
Fixed term tenancy renewal with rent increase.	Included within our management service
Energy performance Certificate	Price dependant on the size of property. We do not charge for arranging a quotation or receive any money from assessors we work with.

Cutting of keys	Cost of cutting, plus £10.00 + vat at the prevailing rate. (£12.00 inclusive of VAT)
'Gas safe' registered contractor to carry out a gas safety record	Price dependant on the size of the property. Please ask a friendly member of the team, who will provide you with an engineer's quotation. We do not charge for this service or receive any money from engineers we work with.
Tenant referencing	Included within our management package
Rent guarantee & Legal Cover	4% of the monthly rent, plus vat at the prevailing rate. Example fee: A monthly rent of £1,000 would equal to a fee of £48.00 (Inclusive of VAT)
Check out at the end of the tenancy	£80.00 plus VAT at the prevailing rate (£96.00 Inclusive of VAT)
Electrical installation and appliance check	Cost of contractors invoice, plus £20.00 +VAT at the prevailing rate. (£24.00)

Premier Portfolio	
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. (£840.00 Inc VAT)
Monthly charge for service as shown above.	15% of the monthly rent achieved plus VAT at the prevailing rate. Example fee: Property let at £1,000pcm, would be equal to a monthly fee of £150.00 plus VAT (£180.00pcm).
'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.	Price dependant on the size of the property. Please ask a friendly member of the team, who will provide you with an engineer's quotation as part of this service.

Energy performance Certificate	Price dependant on the size of property. Please ask a friendly member of our team who will provide you with an assessor's quotation as part of this service.
Electrical installation and appliance check	Price dependant on the size of the property. Please ask a member of our team and we will arrange a quotation from a qualified electrician as part of this service.

Rent Collection Service	
Set up fee	Equal to one month's rent, plus VAT at the prevailing rate. Subject to a minimum fee of £500.00 plus VAT. (£600.00)
Monthly Collection Fee	8% of the monthly rent, plus VAT at the prevailing rate. Example. A property let for £1,000pcm would be equal to a monthly fee of £96.00 Inc of VAT.

*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.