

MANSELL McTAGGART LETTINGS. (LIST OF SERVICES/CHARGES)

Tenant Finding Only - This service is not available to overseas Landlords unless a locally based relative (nominated in advance) will be dealing with Rent Collection and general management of the Property.

1

The Agent will provide a 'Tenant Finding Only' service at a commission for Two weeks of the rent due on an initial rental period. Such commission is due in advance and payable on the Commencement of a Tenancy and is subject to a minimum of £400.00. Services covered at this level are as follows:

- Marketing and Advertising (at no cost)
- Supply and erection of a "To Let" sign
- Accompanied viewings by appointment or with key holder access
- Introduction of a Tenant
- Obtaining credit searches
- Negotiating terms of the tenancy
- Preparation of the Tenancy Agreement (a separate charge is made for this)
- Inventory preparation with updates for each new tenancy (a separate charge is made for this)
- Advising on required cleaning
- Collection of Tenant's deposit as Stakeholder (this will be forwarded to landlord, or transferred to the Tenancy Deposit Service for retention until the end of the tenancy).
- Collection of the first month's rent
- Notification to the gas, electricity and water suppliers of the change of occupancy (if advised of service providers prior).
- Notification to the council tax collecting authority of the change of occupancy
- Supervision of the signing of the original part of the Tenancy Agreement by the Tenant

Rent Collection - This service is not available to overseas Landlords unless a locally based relative (nominated in advance) will be dealing with general management of the Property.

2

In addition to the Tenant Finding Only services the Agent will demand and receive rent. Commission is charged at 9% subject to a minimum fee of £400 and is deducted from the gross rent payable. Commission is deducted on receipt of the rent. The services are as follows:

- All services as per Tenant find only and in addition.
- Collection and retention of Tenants deposit as Stakeholder.
- Demand rent
- Receive rent payments
- Notify the Landlord of any problems incurred in the collection of the rent. Any arrears of rent will be notified to the Landlord, however, if it is necessary for a solicitor to take action the Landlord will be responsible for instructing his own lawyer and for all fees involved. Insurance cover can be obtained to cover this eventuality.
- Ensure the rent has cleared in our account. Ten working days should be allowed from the day on which the rent is due to the day upon which it is paid over to the Landlord.
- Pay rent to the Landlord by BACs after deduction of the Agent's commission. Payments by BACs take approximately three working days to arrive in the Landlord's account after leaving the Agent's account. Rents are normally paid on the Monday following receipt of the rent provided the funds have cleared in our bank account (Bank Holidays, Christmas, Easter and other unforeseen circumstances permitting)
- Issue a statement showing income and outgoings.

3 **Full Management**

In addition to the Tenant Finding and Rent Collection services. Commission is charged at 10% and is deducted from the gross rent payable. Commission is deducted on receipt of the rent. The extra services are as follows:

- An interim visit once to the Property within the term of the tenancy (this is not a structural survey).
- Write reports to the Landlord after each visit confirming the general state of the Property and any required repairs
- Arrange for minor repairs and servicing of equipment, minor maintenance and repair work to the Property and garden
- Pay, from the rent, any outgoings for minor repairs, servicing of equipment, minor maintenance and repair work to the Property and garden.
- Withhold funds from rent, agreed in advance with the Landlord, to pay for major repairs
- Hold an "Emergency only" key for the front door

Referencing fees are an additional cost of £50.00 per tenant, Tenancy agreement fee £195 for the initial agreement, and £50 for further renewals.

We can also arrange for a Rent Warranty + to be set up at a cost of £180.00 for 6 months or £312.00 for 12 months cover, which will cover any non-payment of rent, therefore giving you total peace of mind.