

Summary of Landlord services and fees

	1. Tenant Find Set up fee: 50% of a months' rent + VAT	2. Rent Collection 5% monthly** + VAT Set up fee: £200.00 + VAT	3. Fully Managed 10% monthly** + VAT Set up fee: £200.00 + VAT
	Example: Rent of £500 PCM equates to set up fee of £300.00 inc VAT	Example: Rent of £500 PCM x 6% inc VAT = £30.00 inc VAT monthly Set up fee: £240.00 inc VAT	Example: Rent of £500 PCM x 12% inc VAT = £60.00 inc VAT monthly Set up fee: £240.00 inc VAT
Property appraisal and free rental valuation	●	●	●
Marketing and advertising	●	●	●
Source suitable tenants	●	●	●
Accompanied viewings and feedback	●	●	●
Take up references and credit checks	●	●	●
Draw up tenancy agreement	●	●	●
Collect deposit and first month's rent	●	●	●
Setting up of a monthly standing order	●	●	●
Signing of tenancy agreement on commencement	●	●	●
Register deposit with DPS scheme	●*	●	●
Rent collection and payments to landlord		●	●
Deal with any arrears		●	●
Transfer utility supplier		●*	●
Inventory including full property photos		●*	●
Conduct regular property inspections		●*	●
Tenancy renewals and rent reviews		●*	●
Serving and receiving notices		●*	●
Arrange routine servicing and maintenance			●
Advise on any repairs required			●
Arrange emergency repairs			●
Arrange mandatory safety checks			●
Deal with tenant issues and queries			●
End of tenancy inspection			●
Oversee tenant check out and arrange deposit return			●

● - item is included in listed service

* - Optional additional service, additional charges will apply. ** - Percentage of the monthly rent received

NB - Should the agreed rental price of the property be higher or lower than the example price, Attwoods commission fee will be adjusted accordingly.

NB - All fees listed are detailed to either include VAT at 20% or are subject to VAT at 20%

