

# JAMIE COTTON



## Services offerings

- Free rental appraisal
- In-depth property preparation and safety advice

## LET Only Service

- Safety checks (Gas Certificates, EICRs and EPCs)
- Fully inclusive marketing package including photography and floorplan
- Listing on our own website, and major portals Rightmove and Zoopla
- Accompanied viewings
- Comprehensive referencing
- Right to Rent Checks
- Drawing up an OFT-approved tenancy agreement
- Deposit registration
- Closure of utilities (Gas, Electric, Water and Council Tax)
- Detailed written and photographic inventory

## FULLY Managed Service (in addition to the above)

- Tenancy Renewals
- Arranging rental increases
- Issue of statutory notices
- Rent collection and electronic monthly statement
- Regular interim inspections every 3 months
- Arranging repairs, maintenance, and discharging contractors invoices
- Managing the checkout process inc. exit inventory

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## Charges

**LET Only Service** – Set fee of £480.00

**FULLY Managed Service** – Set fee of £480.00

10% of the monthly rent that is collected thereafter is retained by the agent for the continued management of the property to the same tenant.

## Additional Services (All Prices inc. VAT if applicable)

EPC	£80-120
Produce EICR	Subject to property inspection
Gas Safety Certificate	£90 + (subject to no. of appliances)
Detailed Written and Photographic Inventory	£120
Register as Non-resident with HMRC	£60 PA
Not Registered as Non-resident with HMRC	£120 PA
Legionella Test	£120

*Please note that if we the agent are successful in sourcing a suitable prospective tenant and the landlord subsequently withdraws the property before the tenancy agreement is signed then an administrative fee of £320 will be invoiced.*