



# Service Guide

## Gold Package: 11% +VAT

## Platinum Package: 15% +VAT

Services	Gold	Platinum
• Free Market Appraisal	✓	✓
• Promotion	✓	✓
• Accompanied Viewings	✓	✓
• Full Reference Check	✓	✓
• Check All Legal Requirements Are Met & Legislative Documentation In Place	✓	✓
• Produce Legal Documentation	✓	✓
• Access to PropertyFile	✓	✓
• Sign-Up & Handover Keys With Tenants	✓	✓
• Collect Initial Payment Of Rent	✓	✓
• Ensure Either A Deposit Is Taken & Registered Within A Deposit Scheme OR Set Up A <b>Deposit Replacement Scheme</b>	✓	✓
• Communicate with Utility Providers	✓	✓
• Collection Of Monthly Rent	✓	✓
• Rent Guarantee	✓	✓
• Legal Protection	✓	✓
• Tenant Notice Management	✓	✓

Services Continued...	Gold	Platinum
• Repair Management		✓
• Renewal Of Certification During Tenancy		✓
• Rent Reviews	✓	✓
• Physical Inspections		✓
• Virtual Inspections		✓
• Annual Statement Of Income & Expenditure	✓	✓
• Pre-Checkout Inspection	✓	✓
• Final Inspection	✓	✓
• Deposit Release Via Deposit Scheme Or Finalisation Of <b>Deposit Replacement Scheme</b>	✓	✓
• Claim Against A Deposit Via Deposit Scheme OR Produce Claim Documentation & Collection Of Funds From <b>Deposit Replacement Scheme</b>	✓	✓

**In Addition To The Fixed Packages Additional Services Can Be Added Or A Tailored Service Can Be Created.**

• Promotion and forward details of potential viewers / applicants	£175 +VAT
• Promotion to include accompanied viewings	£275 +VAT
• Completion Of References To Include Immigration Checks/AMR	£75 +VAT per person
• Inventory and Schedule Of Conditions	<b>Priced Independently</b>
• Production Of Tenancy Agreement And All Legislative Documentation	£200 +VAT
• Routine Inspection / Vacant Property Inspection	£75 +VAT
• Service Of Notice	£150 +VAT
• Check-out Report	<b>Priced Independently</b>
• Deposit Claim With Either Deposit Scheme or NIL DEPOSIT	£150+VAT
• Refund	£50+VAT