

OPTIONS AND CHARGES	FULL MANAGEMENT	RENT COLLECTION	TENANT FIND
Rental Appraisal	✓	✓	✓
Advice on legal requirements	✓	✓	✓
Local Advertising	✓	✓	✓
Listing on OnTheMarket.com	✓	✓	✓
Accompanied Viewings	✓	✓	✓
Assess Referencing application	✓	✓	✓
Full Tenant Referencing (Landlord, Employer Credit Check)	✓	✓	✓
Identification check	✓	✓	✓
Tenant right to rent check	✓	✓	✓
Create Assured shorthold tenancy agreement	✓	✓	✓
Meter readings	✓	✓	✓
Inform utilities (Council tax, Water, Sewage, Gas, Electric)	✓	✓	✓
Deposit Collection	✓	✓	✓
Collect first months' rent	✓	✓	✓
Register deposit with DPS	✓	✓	✓
Send service level Required documentation to landlord	✓	✓	✓
Rent collection	✓	✓	
Monthly statements	✓	✓	
Annual statement of account	✓	✓	
Annual rent review	✓	✓	
Key holding service	✓	✓	
Deposit negotiation	✓	✓	
Updates on legislation (recommendations to stay compliant)	✓	✓	
Check out report	✓	✓	
3 monthly inspections	✓		
Deal with tenant issues	✓		
Renewals and Rent Review	✓		
Rent Guarantee Insurance Policy (Non payment of rent)	✓		
Full payment of Rent (after 30 days of arrears)			
Breach of tenancy agreement cost	✓		
Repossession costs	✓		
Cost of eviction of tenants or squatters included	✓		
<b>Rent Protection against non payment of rent</b>	✓		
Legal assistance up to £75000 included	✓		
Legal assistance for property damage included	✓		
Legal defense for landlords included	✓		
Telephone helpline for legal advice included	✓		
Storage costs £10 per day for 4 weeks included	✓		
Hotel expenses to £150 a day for 30 days included	✓		
Arrange gas and electrical checks	✓		
Arrange for quotes for work/repairs	✓		
<b>FIND A TENANT - documentation set up included FREE</b>	✓		



**FULLY MANAGED SERVICE** Our Diamond service is the most popular service suited to landlords who want their agent to take care of everything and want complete piece of mind that their investment in looked after. We will look after your property from the moment we are instructed. AIIIC Approved Inventory – price to be quoted depending upon size of property, but see table below as a guide. **Full Management service 10% (12% inc VAT) WITH NO SET UP FEE'S!**

## RENT COLLECTION SERVICE

Probably perfect for landlords who do not want to deal with rent collection but are happy to deal with any day to day property maintenance issues and are experienced to deal with any legal issues that are beyond Diamond lettings required service.

**Rent Collection Service £350 (plus VAT) and 7% plus VAT (8.4%) of the rent received**

## TENANT FIND SERVICE

Ideal for landlords who prefer to be hands on and experienced and are knowledgeable of all 182 points of legislation and compliance. We will advertise the property and reference the tenant and complete all the legal pack you need as a landlord and see them into the property but let you take over from there.

**Tenant find service 50% plus VAT (60% inc vat) min fee £400 plus VAT**

## Full management for OVERSEAS LANDLORDS

**13% plus VAT (15.6% inc vat)**

## DIAMOND PREMIUM SERVICE

This is a complete full management inclusive package that includes EPC, Gas safety Certificates and boiler service, NICEIC Electric certificates and Full cleaning between tenants including carpet cleaning. (Repair costs to boiler and electrics are not included to issue a certificate). **18% plus vat (21.6% inc vat)**

**OTHER CHARGES/ADDITIONAL FEES FOR NON MANAGED PROPERTIES** (inventories are outsourced to a professional inventory clerk and are chargeable for all services).

Mid Term inspection	£50 plus VAT (£60)	Deposit Registration	£20 plus VAT
Energy Performance Certificate	£85 plus VAT	Contract Renewal	£50 plus VAT
<b>Inventory/schedule of condition (unfurnished)</b>		End of Tenancy Inspection	
1 bedroom	£75 plus VAT	Up to 2 bedrooms	£100 plus VAT
2 bedroom	£85 plus VAT	3&4 bedrooms	£125 plus VAT
3 bedroom	£95 plus VAT	5 + bedrooms	£150 plus VAT
4 bedroom	£120 plus VAT		
(prices may increase if property furnished)			
Deposit Return and Negotiation	£150 plus VAT	Section 21 Notice	£85 plus VAT
Agreement only	£200 plus VAT	Section 13 Notice/Rent Review	£ 50 plus VAT
Additional Property Visit	£50 plus VAT	Abortive Letting Fee	£200 plus VAT
Any other works will be charge at an hourly rate of £70 plus VAT per hour		Check out fee (non Managed Property)	£150 plus VAT

Occasionally Diamond Estate Agents will employ outside contractors who may not be VAT registered.