



## Full Management Package

*Monthly Management Fee for One Rental Property 10% + Vat*

*Monthly Management Fee for Two Or More Properties 9% + Vat*

*Estate Management 8%+ Vat*

*New tenancy set up fees £100 + vat taken from the first months rent*

Our promise is a committed personal service from a company with 20 years lettings experience and a guarantee that your investment is in very safe hands.

Services for landlords:

### **TO LET BOARDS**

Striking and Stylish “house shaped” boards to get your property noticed.

### **APPLICANT MATCHING**

We have a large list of potential tenants waiting for properties in all areas and match them to your property.

### **WEBSITE OPTIMISATION**

We advertise on - onthemarket.com, tonerestates.com, facebook

### **ACCOMPANIED VIEWINGS**

All viewings are conducted by a trusted member of staff to ensure the security of your property.

### **PRE-TENANCY MEETINGS**

An informal chat with your potential tenants to get to know them better - you are welcome to attend.

### **COMPREHENSIVE REFERENCING**

Rightmove referencing carry out our full financial credit check, right to rent checks, previous landlord checks and an employment check.

We do not rent to tenants who fail a landlords check.

We do not rent to tenants who have ever had rent arrears.

### **PROFESSIONAL INVENTORY**

We carry out a full and professional inventory on your behalf, this is available each time we start a new tenancy.

## **UTILITY ARRANEMENT**

Help the move arrange for Gas, electric, water and council tax to be transferred to all of our new tenants, ensuring that all bills are correctly apportioned.

## **ASSURED SHORTHOLD TENANCY AGREEMENTS**

Our 6 month assured shorthold tenancy agreements are kept up to date with all relevant legislation to ensure a legally binding contract between you and your tenants.

You have the option to renew contracts every six months (there is a charge of £75.00 if you request this) If you do not wish to renew the existing six month AST turns to a "periodic agreement" (this means the same contract applies and rolls on month by month)

## **MY PROPERTY FILE**

We want you to be able to see what happening with your property at any time so with our fully managed package we offer software that allows you to log in to your own personal portal to view activity regarding the management of your property. You can check what repairs are taking place, when your next rent is due and if your property is available to rent you can see what viewings are taking place.

## **COMPLIANCE**

As a landlord, you are responsible for your tenant's safety, this entails keeping the electrics tested and up to date, if you have gas there must be a gas safety certificate in place and renewed every year.

There must be working smoke alarms on each floor and where needed a CO alarm.

You must also have carried out a legionella risk assessment.

All of these can be organised by us for your peace of mind.

## **EPC**

To market your property you will need an EPC (Energy Performance Certificate) renewable every 10 years.

## **REGISTRATION OF DEPOSIT**

Any deposits take must by law be held in the correct way. We use the DPS (deposit protection service) funds are held and registered with them. We also organise the deposits to be returned to tenants after a tenancy.

Deposit dispute resolution is available through the DPS arbitration service.

## **RENT COLLECTION AND BANK TRANSFERS**

Once we receive your rent it is credited to your account and will be in your account on the following working day. Remember that Saturdays, Sundays and Bank holidays are not working days

## **RENT ARREARS**

If you tenant falls into rent arrears we chase via telephone, text, email and letter according to the terms of the tenancy agreement.

## **NOTICES**

Notices are served as required to gain possession of your property.

We can issue a section 21 and or section 8 notice to vacate

We also offer our services at court attendance if required.

## **CONTRACTORS**

We have reliable insured contractors on hand to undertake any works required. We will liaise with your tenant for any works to be carried out.

The payment for jobs will be deducted from your rent and shown on your monthly statement.

**PROPERTY INSPECTIONS**

We carry out property inspections up to 4 times per year (longer tenancies may be moved to six months or yearly inspections depending on the previous inspection reports)  
All reports are available for you to see on “my property file”

**MONTHLY STATEMENTS**

Statements are emailed each month and are also available to view on “my property File”  
Hard copy statements and annual accounts are available at an extra cost.

**END OF TENANCY REPORTS**

At the end of each tenancy we carry out a final inspection and report on the condition of the property, where needed we liaise with the exiting tenant regarding any deduction needed from the deposit and where no agreement is reached we apply to the DPS to resolve any disputes.

## Letting Agent fees

### Full Management fee – deducted monthly from the rent.

One Rental Property	10% + VAT
Two or More Rental Properties	9% + VAT
Estate Management	8% + VAT
New tenancy set up (one off deduction)	£100.00 + VAT

### Included in Full management:

Market Appraisal	Marketing of property
Negotiation of Tenancy	Tenant Referencing
Right to rent checks	Preparation of Tenancy agreement
Collection and protection of deposit	Monthly statements via email
Inventory	
Legionella risk assessment	Rent collection and processing
Chasing rent arrears	Scheduled property visits
Renewal of safety checks	Notification to service providers
End of tenancy settlements	Final inspections
Management of maintenance repairs	Compliance Arrangement
Section 13 rent increases (on request)	

## Compliance

The items below are legal requirements and must be in place before the start of the tenancy, Landlords may organise these if preferable or we can provide them at an additional cost.

EPC	£85.00
Gas Safety Checks	£66.50
CO Alarm	£50.00
Smoke Alarms	£40.00
Electrical Safety Check	£150.00 (approx.)

## Optional Extras.

Extra services offered are available at cost indicated below

Additional out of schedule property visits	£75.00
Hard copy monthly statements	£3.00
Deposits Dispute Resolution	£75.00
AST Addendum	£35.00
Service of Notices 8 and 21	£50.00
Court Attendances	£175.00
Renewal/ changes of tenancy agreements	£75.00
Annual statements	£25.00
Obtaining second repair quotes	£20.00
Agency termination fee	£175.00

Toner Estates Ltd Bank Details : Sort Code: 30-94-70 Account Number: 40245660