

# Lettings Tenant Finding Services and Fees

Services Included	Tenant Find Only	Rent Collection	Part Managed	Fully Managed
	75% +VAT of the first month's rent (min of £450 including VAT)	Tenant Finding Fee 75% +VAT of the first month's rent (min £400 including VAT)		Tenant Finding Fee 60% +VAT of the first month's rent (min £350 including VAT)
	No management charge	£36 per calendar month (inc VAT)	10% +VAT of monthly rent (minimum of £36 inc VAT)	12% +VAT of monthly rent (minimum of £48 inc VAT)
Free rental valuation of your property	✓	✓	✓	✓
Free marketing advice and landlord legal obligations	✓	✓	✓	✓
Advertising, full colour particulars and targeted marketing	✓	✓	✓	✓
To Let board	✓	✓	✓	✓
Taking up references & credit checks	✓	✓	✓	✓
Collection of deposit and holding in the Tenancy Deposit Scheme	✓	✓	✓	✓
Collection of first month's rent	✓	✓	✓	✓
Accompanied viewings	✓	✓	✓	✓
Preparation of the Assured Shorthold Tenancy Agreement	✓	✓	✓	✓
Preparation of the inventory with photographs	Please ask for quote*	✓	✓	✓
Signing of the tenancy agreement	✓	✓	✓	✓
Guarantors referencing & assessment	✓	✓	✓	✓
Organising Gas and Electric Safety Checks required*	✓	✓	✓	✓
Arrangement of specialist Landlord's Buildings and Content Insurance*	✓	✓	✓	✓
Key Handover	✓	✓	✓	✓
Advising utility companies of meter readings		✓	✓	✓
Energy Performance Certificate	£90 inc VAT	£90 inc VAT	£90 inc VAT	£90 inc VAT

# Management Services and Fees

Services Included	Tenant Find Only	Rent Collection	Part Managed	Fully Managed
	75% +VAT of the first month's rent (min of £450 including VAT)	Tenant Finding Fee 75% +VAT of the first month's rent (min £400 including VAT)		Tenant Finding Fee 60% +VAT of the first month's rent (min £350 including VAT)
	No management charge	£36 per calendar month (inc VAT)	10% +VAT of monthly rent (minimum of £36 inc VAT)	12% +VAT of monthly rent (minimum of £48 inc VAT)
Periodic property inspection	£36 inc VAT	£36 inc VAT	£36 inc VAT	✓
Collection & processing of monthly rent		✓	✓	✓
Rent reminders to Tenant if necessary		✓	✓	✓
Prompt payment of rent to Landlords by direct bank payment		✓	✓	✓
Monthly statement to Landlords		✓	✓	✓
Services of relevant legal notice to Tenants	£60 inc VAT	£60 inc VAT	£60 inc VAT	✓
Liasing with Landlord regarding works required and costs				✓
Organising Contractors to carry out minor works				✓
Organising necessary repairs/cleaning				✓
24 hour emergency contact point for Tenants and Landlords				✓
Arranging the move out and final property check	Please ask for quote*	Please ask for quote*	Please ask for quote*	✓
Report to Landlord with maintenance update				✓
Organising emergency repairs with Contractors				✓
Dealing with day to day management issues			✓	✓

These are services that are included in our set management schemes. However, we would be happy to quote for a bespoke package to best suit our needs.

\*NB - Gas, electricity checks, insurance and maintenance, etc are all charged in addition. Where indicated as included - this is the arrangement only not the cost of the service itself.

\*Inventory cost for Tenant Find Only

In Summary Cobb Amos are dynamic, qualified, professional letting agent who have created a range of services tailored to the needs of Landlords. We will work tirelessly to care for your property as if it were our own. Please call us for quality advice and guidance for your property.