

| Option 1 Letting & Tenancy Management | Option 2 Letting & Account Management | Option 3 Letting only & Tenancy Set-Up | | Option 1 12% Plus VAT (14.4% Inc VAT) | Option 2 10% Plus VAT (12% Inc VAT) | Option 3 50% of rent (60% Inc VAT) Minimum fee of £600 Inc VAT |
|---|---|--|--|---|---|--|
| Landlord fees & service charge | | | | | | |
| Property appraisal and general marketing advice | | | | ● | ● | ● |
| Prepare digital photos, floor plans, room dimensions and Ariel photography (*) | | | | ● | ● | ● |
| Erect 'To Let' board in accordance with Town & Country Planning Act 1990 | | | | ● | ● | ● |
| Comprehensive marketing to applicant database, prominent online advertising with property portals and by other print media | | | | ● | ● | ● |
| Carry out accompanied viewings with prospective tenants | | | | ● | ● | ● |
| Rent and general tenancy negotiations on behalf of Landlord | | | | ● | ● | ● |
| Tenant referencing review, credit checking and 'Right to Rent' verification (*) | | | | ● | ● | ● |
| CIFA Fraud Protection checks and Right to Rent verification (*) | | | | ● | ● | ● |
| Compile formal tenancy agreement, 'Prescribe Information' and associated notices for contract signing. | | | | ● | ● | ● |
| Tenancy contract signing, serving of legal notices and How to Rent guide to tenant | | | | ● | ● | ● |
| Collect the first month's rent in advance and tenancy deposit | | | | ● | ● | ● |
| Account to Landlord providing detailed statement of income and costs | | | | ● | ● | ● |
| Monthly credit control and account management reporting | | | | ● | ● | ● |
| Serving of Section 21 notice (+) | | | | ● | ● | ● |
| Arrange (only) Gas Safety Certificate, Electrical Condition Report, Energy Performance Certificate and Legionnaires Risk Assessment | | | | ● | ● | ● |
| Taking of meter readings and notifying the utility providers, including the local authorities for council tax (*) | | | | ● | ● | ● |
| Monthly collection of tenancy rent, accounting to landlord with statement and processing of electronic payment to landlord's nominated account | | | | ● | ● | ● |
| Visit property to compile an Inventory & schedule of condition prior to tenancy commencement (*) | | | | ● | ● | ● |
| Registering of tenancy deposit with required scheme provider (*) | | | | ● | ● | ● |
| Periodic property inspections and reporting to landlord | | | | ● | ● | ● |
| Identifying maintenance and repairs, establishing any faults and required action. Obtaining quotes, seeking landlord's authorisation, and liaise with contractors and tenants for works to be carried out on behalf of landlord | | | | ● | ● | ● |
| Annual Tax Self-Assessment Return information and report (when requested) | | | | ● | ● | ● |
| Advising on rent reviews, negotiating new tenancy terms. Compiling tenancy agreement and legal notices (*) | | | | ● | ● | ● |
| Periodic tenancy continuation | | | | ● | ● | ● |
| Final tenancy check-out inspection, negotiation of any deposit deductions and return of tenancy deposit from scheme provider (permitting fair wear & tear) | | | | ● | ● | ● |
| Attendance in court on behalf of landlord | | | | ● | ● | ● |

- Included in service charge
- Not included in service charge

- (*) Subject to additional charge
- (+) Single payment made in advance of service

Elevation Lettings LLP are members of both the Property Ombudsman (TPO) and Safeagent Scheme. Elevation Lettings LLP is part of the Safeagent Client Money Protection Scheme: Licence No: A5304, further information on Client Money Protection can be obtained by contacting Safeagent on Tel: 01242 581712, email: info@safeagent.co.uk, or visit www.safeagent.co.uk

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| Service description (Not included in service charge – All options) | | Charge (Inc VAT) |
|---|----------------------------|------------------|
| Initial tenancy arrangement, tenancy referencing, inventory & tenant check-in | Options 1 & 2 | £450.00 |
| Subsequent tenancy arrangement | Options 1 & 2 | £360.00 |
| Tenant referencing, credit check & Right to Rent verification Inc Right to Rent & CIFA Fraud Protection checks | (cost per person) Option 3 | £36.00 |
| Property Inventory & Schedule of Condition | Options 2 & 3 | £180.00 |
| Taking of meter readings and notifying the utility providers, including the local authorities for council tax | Option 3 | £45.00 |
| Tenant check-in, meter readings & utilities notification | | £60.00 |
| Tenancy deposit protection & registration (DPS only) | Options 2 & 3 | £60.00 |
| Periodic property inspections and reporting to landlord (cost per visit) | Option 2 only | £65.00 |
| Rent review & tenancy renewal | | £180.00 |
| Rent review & periodic tenancy continuation (month-by-month) | | £130.00 |
| Drafting up and serving of legal Notices | Option 3 | £90.00 |
| Tenant check-out, condition assessment, meter readings & utilities notification | | £120.00 |
| Arrangement of property maintenance works surcharge (percentage levied on top of any contractors' charge) | Option 2 only | 12% |
| Additional property visit & inspection (per extra visit) | | £45.00 |
| Deposit claim & resolution (first hour) | Options 2 & 3 | £60.00 |
| Deposit claim & resolution (per subsequent hour) | Options 2 & 3 | £45.00 |
| Vacant property supervision (charge per month) | | £54.00 |
| Tenancy application cancellation by Landlord charge (Not charged against failed tenant references) | Options 1, 2 & 3 | £360.00 |
| Rent arrears – Agent claims handling (per claim / per hour) | Options 1 & 2 | £90.00 |
| Agents attendance in court on behalf of Landlord | Options 1 & 2 | £150.00 |

| Legal essentials (All options) | | Charge (Inc VAT) |
|--|---|-------------------|
| Energy Performance Certificates (EPC 10-year report) | Housing Act 2004 | £120.00 |
| Gas safety certificate (12-month report) | Gas Safety (Installation and Use) Regulations 1998 | From £95.00 |
| Electrical Condition Report (5-year report) | Electrical Safety Regulations 1994 | From £150.00 |
| Supply and fit of Smoke & CO detection | Smoke & Carbon Monoxide (CO) Alarm Regulations 2015 | £45.00 (per unit) |
| Legionnaires Risk Assessment (2-year report or change of tenants) | Health & Safety at Work Act 1974 | From £95.00 |

| HMRC taxation reporting (All Options) | Charge (Inc VAT) | General accounts reporting | Charge (Inc VAT) |
|--|------------------|---|------------------|
| Non-Resident Landlord annual return (Section 19(1)(C) Tax report) | £120.00 | Copy of monthly statements (cost per statement) | £5.00 |
| Non-Resident Landlord quarterly return | £30.00 | Annual rental income statement | £60.00 |

| Rent Guarantee & Legal cover (Including Agent assistance) | | Charge (Inc VAT) |
|--|---------------|---------------------------------------|
| Standard cover: Up to 6-months' Landlords rent guaranteed and £50,000 of legal cover Infinity cover: As above, as well as guaranteed rent payment date each month This cover is subject to HomeLet 'Acceptable' tenant referencing report and is outside of the normal Agent management fee. | Options 1 & 2 | From 2% Plus VAT (2.4% Inc VAT) |
| Tenant Eviction Service | Option 3 | £195.00 Inc taxes and charges |

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