

The **Y**ellow Property Pot Fees

FULLY MANAGEMENT SERVICE - HMOs

is charged at 10% of the monthly rent value

Fees if the property is fully managed by us and per property	HMO (Multi let with tenants on individual ASTs)
Description of service	Fee chargeable
Tenant find	Included
<i>Tenant find includes:</i> Advertising, accompanied viewings, tenant vetting, ensuring the tenant has been sent all the legally required documentation prior to taking up the tenancy, preparing ASTs, Check In Inventory, Deposit registration and issuing the tenant/s with the required documents, checking in the tenant, taking any meter reads and informing the local council if needed, rent collection	
What is included in the Fully Managed Service	
All communications with the Tenant/s and the fostering of a positive relationship. Ensuring the tenant is aware of their tenancy obligations and dealing with any non-compliance swiftly	Included
Manage Tenant disputes / conflicts and any local issues, such as neighbours communications	Included
Rent management and collection with monthly transfers to the Landlord with a monthly, detailed statement	Included
Organising and managing maintenance/repairs/emergencies	Included
Organising and managing cleaners and gardeners	Included
Ongoing checks to ensure the HMO is fully stocked and equipped with what it should have (cutlery, equipment, etc) and organising replacements	Included
Arrange any safety testing requirements and obtain certificates. Ensuring all safety testing is up to date and that tenants have received up to date copies of all test certificates	Included
Organise and attend contractor visits	Included
Regular alarm testing and inspections	Included
Advertising and viewings including arriving 15-20 minutes prior to viewings to ensure the communal areas are presentable	Included
HMO room dressing for viewings	Included
Contract renewals / extensions	Included
Rent reviews and rent increase letter/form submitted to the tenant	Included
Tenant check outs and compare initial check in inventories	Included
Notice serving (section 21)	Included
Organise the deposit reimbursement for the tenant	Included
Manage deposit claims on behalf of the landlord	Included

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OTHER POTENTIAL CHARGES FOR LANDLORDS not included in the 10% monthly fee

<u>Description</u>	<u>Fee chargeable</u>
<p><i>Deposit claim appeal</i> On the rare occasion we have to make a claim against a tenant's deposit and the tenant <i>does not</i> authorise the claim, we have to appeal it and provide evidence. In some cases we have to get the appeal documentation signed by a solicitor.</p>	<i>variable</i>
<p><i>Exceptional Attendance / Waiting charges</i> Very occasionally we have to do some exceptional work for a Landlord which means we have to block a few hours. An example would be where the Landlord asks us to attend on their behalf such as renovation work, new installations, major internet issues, etc.</p>	£45 per hour
<p><i>Landlord notice/ De-instruction</i> Where a landlord terminates the management of their property with us, it requires the hand over of documentation, deposit releasing and the transfer to them or their new agent all of this, as well as all the communication with the tenant and new management. Keys handover (posting / delivery)</p>	£45 per tenant / Max charge £180 for the whole HMO
<p><i>New property take on - HMOs</i> This is not chargeable for the 1st visit to assess the property. This will be charged for the preparation of the property - adding to our portfolio of managed properties and the administration associated with that, taking photos for advertising, checking all required safety certificates are in place and valid, initial advertising. If things are in order, we would anticipate 2-4 hours work, depending on the size of the property and number of rooms.</p>	£45 per hour