

## The Yellow Property Pot Fees

### FULLY MANAGEMENT SERVICE - Single Lets

is charged at 10% of the monthly rent value

<b>Fees if the property is fully managed by us and per property</b>	<b>Single let (House, Flat, Studio)</b>	
<i>Description of service</i>	<i>First Tenant Find</i>	<i>Subsequent Tenant Finds</i>
<i>Tenant find</i>	£ 375.00	from £200-£375
<p><i>For the 1st ever tenant find for a property:</i> We charge £375.00 which includes <i>all of the below</i> plus the creation of your file, photos and videos of the property and gathering of all the legally required documents for renting. After that, subsequent Tenant Finds may be less as we already have the photos and file set up so normally there is less work involved.</p>		
<p><i>Tenant find includes:</i> Advertising, property dressing for viewings, 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</p>		
<b>What is included in the Fully Managed Service</b>		
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	
Monthly rent collection and transfer to Landlord with a monthly statement	Included	
Organising and managing maintenance/repairs/emergencies	Included	
Ensuring all safety testing is up to date and that tenants have received up to date copies of all test certificates	Included	
Regular alarm testing and inspections	Included	
Contract renewals / extensions	Included	
Rent review and rent increase letter/form submitted to the tenant	Included	
Check outs and initial inventory comparison	Included	
Notice serving (section 21)	Included	
Deposit reimbursement for the tenant	Included	
Deposit claim on behalf of the landlord	Included	
<b>OTHER POTENTIAL CHARGES FOR LANDLORDS <u>not</u> included in the 10% monthly fee</b>		
<u>Description</u>	<u>Fee chargeable</u>	
<p><i>Deposit claim appeal</i> Where a claim has been made by us against a tenant's deposit and the tenant <i>does not</i> authorise it, we have to appeal it and provide evidence. In some cases we have to get the appeal documentation signed by a solicitor.</p>	variable	
<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). We anticipate 1-2 hours</p>	£45 per hour	