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### Full Management Package

The fees for this service are shown below:

- 8% of all rent collected
- 100.00 per single introduction OR
- 50% of net cost of 1 months rent for joint introductions or £250 whichever is the greater

What the "Full Management" package includes:

- Online property marketing
- Arrange and conduct all viewings
- Prepare and sign all tenancy agreements (Copies sent to landlord)
- Key care / replacement service (charges apply to replacement service only)
- Checking tenants in / out
- Accommodation inspection at midpoint of tenancy
- Arrange and liaise with contractors for maintenance and repairs at the approval of the landlord (See standard / optional fees)
- Manage the collection of rents throughout the term of tenancy and the transferring of funds
- Point of contact for tenants
- Property Registration Fee - Inclusive
- Detailed photographic advert

- Management of deposit process - Inclusive: Register landlord and tenant details and protect the security deposit with a Government authorised Scheme. Provide tenants with Deposit certificate and prescribed information within 30 days of start of tenancy
- Property Photographic Inventory— Inclusive
- Mid tenancy monthly property inspection— Inclusive
- Negotiation of dilapidation and repairs with tenant and landlord - inclusive

### Standard and Optional Extra Fees

The fees for these services offered are:

- Arrangement for minor remedial works – up to value of £200—Inclusive: Liaise with contractor, arrange access, and request quotes from contractor where required. Ensuring work has been carried out in accordance with specification of requirements.
- Tenant Renewal Fee - £150: Contract negotiation, amending and updating terms and arranging a further tenancy agreement
- Annual Gas Safety Certificate- £75.00
- Energy Performance Certificate (EPC) - £70
- Other works undertaken: receive delivery / building of "flat pack" and whole furniture, and white goods at our Coventry office and installation at your property—Call for a quote!

