



Our Services	Introduction Only	Rent Collect	Fully Managed
	Equivalent to one months rent (Inc VAT)	10% of each months rent (+ VAT) Plus Administration	8-14% of each months rent (+ VAT) Plus Administration
Marketing; Advertising your property on all web portals available to Michael Antony. Erecting a board to promote location and availability, carry out a un limited number of accompanied viewings until the property is let.	✓	✓	✓
Finding and introducing a Tenant before going on to vetting them as per your guidelines and requirements.	✓	✓	✓
Instructing contractor to prepare the property for letting, including gas safety, electric safety both PAT and Installation, if required	✓	✓	✓
Initial Administration to include; Correspondence, Tenancy Agreement, providing the tenant with method of payment. Preparing a Welcome Pack for Tenants. Fees apply	✓	✓	✓
Registration of Tenants Deposit, preparing and serving Prescribed Information. Fees apply	✓	✓	✓
Preparing and Reporting initial rental income by way of statement. This can be used for annual Tax returns.	✓	✓	✓
Receiving monthly rent, Pursue non payment of rent, formalising arrears with structured correspondence until the point of requirement for court and eviction. However we will continue to support you as required.	X	✓	✓
Preparing and reporting rental income by way of monthly statement. This can be used for annual Tax returns. An annual, consolidated report is available at a further charge.	X	✓	✓
Twice yearly property visit with report to be used to understand property condition during tenancy.	X	X	✓
Handle Tenant notice and manage tenants expectations relating to check out procedure.	X	X	✓
Service of Notice, Section 13, Section 21, Section 8	X	X	✓
Undertake 2 Property visits per annum and prepare and report of outcomes to you and tenant. Allowing you understand your tenants requirements and your obligations to repairs during a tenancy.	X	X	✓
Arrange routine repairs and instruct contractors up to your expenditure limit. (providing two quotes for larger works)	X	X	✓
Hold Keys throughout the tenancy term	X	X	✓
Rent Review, in accordance with the current prevailing market condition and advise you. Negotiate with the tenant and direct tenant to make payment change as appropriate. Update the tenancy agreement.	X	X	✓
Arrange final inspection on your behalf and disseminate the report to both parties.	X	X	✓
Assist with negotiation of dilapidations at the end of the tenancy.	X	X	✓

Our additional Administration Charges as required.

Initial Letting administration	£250.00
Tenancy Agreement	£96.00
Deposit registration	£34.00

Please note inventory is not included within this fee but payable as per the contractors invoice