

.ORB  
LETTINGS & PROPERTY MANAGEMENT

LANDLORD SERVICES

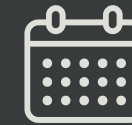
# Contents

# Full Management



## Let Fee

50% + VAT of the first month's rent  
(minimum £360)



## Monthly Fee

12% of each month's rent



## Deposit Registration

£36



## Tenancy Renewal Fee

£96

# Full Management

## INITIAL SET UP

- Market appraisal of property
- Advice on property presentation and legal implications
- Arrange Energy Performance Certificate
- Arrange gas and electrical safety check
- Marketing and promotion of property
- Arrange and conduct accompanied viewings
- Full applicant referencing and credit checks
- Produce legal documentation
- Produce Inventory and Schedule of Condition
- Collect and hold deposit in client account
- Register and insure deposit with Tenancy Deposit Scheme\*
- Collect first month's rent and pay net sum to Landlord
- Set up standing order for monthly rent
- Sign tenancy agreement with the Tenants
- Tenant move in appointment at the property
- Notify utility companies of final meter readings

## MID-TERM MANAGEMENT

- Collect and monitor rental payments
- Chase rent arrears
- Provide detailed accounting statements
- Conduct property visits and reports to check Tenant performance and property condition
- Full repairs and maintenance co-ordination
- Payment of contractor invoices from rent
- 365 days, 24-hour manned hotline
- Legal support via PainSmith Solicitors
- Handle Tenant queries and issues throughout tenancy
- Issue warning letters for any breach of tenancy
- Issue Section 8 Notice of Possession

## RENEWALS AND CHECKOUTS

- Tenancy Renewal rent review and advice
- Issue of Section 21 Notice of Possession
- Provision of tenancy extension documentation\*
- Pre-checkout inspection
- Checkout inspection at Tenant vacation
- Checkout dilapidations report
- Landlord-Tenant mediation in attempt to resolve disputes
- Notify utility companies of change of tenancy
- Referral of unresolved disputes to Tenancy Deposit Scheme

# Rent Collection



## Let Fee

50% + VAT of the first month's rent  
(minimum £360)



## Monthly Fee

9% of each month's rent



## Deposit Registration

£36



## Property Visit

£60



## Inventory & Checkout Fee

See scale of charges



## Tenancy Renewal Fee

£96

# Rent Collection

## INITIAL SET UP

- Market appraisal of property
- Advice on property presentation and legal implications
- Arrange Energy Performance Certificate
- Arrange gas and electrical safety check
- Marketing and promotion of property
- Arrange and conduct accompanied viewings
- Full applicant referencing and credit checks
- Produce legal documentation
- Produce Inventory and Schedule of Condition\*
- Collect and hold deposit in client account
- Register and insure deposit with Tenancy Deposit Scheme\*
- Collect first month's rent and pay net sum to Landlord
- Set up standing order for monthly rent
- Sign tenancy agreement with the Tenants

## MID-TERM MANAGEMENT

- Collect and monitor rental payments
- Chase rent arrears
- Provide detailed accounting statements
- Conduct property visits and reports to check Tenant performance and property condition\*

## RENEWALS AND CHECKOUTS

- Tenancy Renewal rent review and advice
- Provision of tenancy extension documentation\*
- Pre-checkout inspection\*
- Checkout inspection at Tenant vacation\*

# Let Only



## Let Fee

75% + VAT of the first month's rent  
(minimum £480)



## Monthly Fee

N/A



## Deposit Registration

£36



## Property Visit

£60



## Inventory & Checkout Fee

See scale of charges



## Tenancy Renewal Fee

£96

# Let Only

## INITIAL SET UP

- Market appraisal of property
- Advice on property presentation and legal implications
- Arrange Energy Performance Certificate
- Arrange gas and electrical safety check
- Marketing and promotion of property
- Arrange and conduct accompanied viewings
- Full applicant referencing and credit checks
- Produce legal documentation
- Produce Inventory and Schedule of Condition
- Collect and hold deposit in client account
- Register and insure deposit with Tenancy Deposit Scheme\*
- Collect first month's rent and pay net sum to Landlord
- Set up standing order for monthly rent
- Sign tenancy agreement with the Tenants

## MID-TERM MANAGEMENT

- Conduct property visits and reports to check Tenant performance and property condition\*

## RENEWALS AND CHECKOUTS

- Tenancy Renewal rent review and advice
- Provision of tenancy extension documentation\*
- Pre-checkout inspection\*
- Checkout inspection at Tenant vacation\*



# Scale of Charges

## ALL SERVICE LEVELS

### OTHER CHARGES

Overseas Landlords with no NRL1 Cert	2.5% + VAT of monthly rent
Property repossessed (requiring relocation of Tenant)	1 month's rent
Sale of the Premises	1% of the sale price
Supervision of protracted refurbished or building works	12% of cost of works or min. £60
Waiting at property for contractors	£12 per ¼ hour including travel
Withdrawal of property after Tenant has been accepted	£240
Court attendance fee	£180

### CHARGES FOR OUTSOURCED SERVICES

Energy Performance Certificate	£75 (no VAT)
Landlord Gas Safety Certificate	£72
Landlord Gas Safety Certificate plus Boiler Service	£135
Electrical Installation Condition Report	£125 - £220
Portable Appliance Testing (up to 10 items)	£70 (£5 per additional appliance)
Legionella Risk Assessment	£75
Inventory and Schedule of Condition	£80 - £150
Checkout Report	£80 - £150

# About Us

We pride ourselves on being specialists in property management and can tailor our services according to your requirements.

Please contact us to discuss.

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All fees are inclusive of VAT except where stated.