

williamslettings

Scale of Charges – Full Management Service

£450.00 inc VAT set up fee payable where the contract holder is introduced through the agent and 12% inc VAT of the monthly rent agreed, deducted by the agent for those landlords who require the agent to promote the property in appropriate ways to find a contract holder, AML landlord checks, accompany viewings, reference the applicants and the agent to check and prepare all legally required documentation to sign up. This includes the collection of the monthly rent. In addition to these services, we lodge the deposit, contact utilities on check in and check out, endeavour to arrange general maintenance repairs and safety certificates, visit the property and send periodic reports to the landlord. This is payable when any individual or organisation enters into an agreement to rent the property as a result of our promotion, introduction, or viewing by the agent.

Additional Charges

- Agreement admin fee - £80.00 inc VAT
- Inventory service (Outsourced) - £145.00 inc VAT
- Check Out Inventory (Outsourced) - £145.00 inc VAT
- Duplicate statements - £1.00 per copy inc VAT
- Professional hourly rate - £35.00 inc VAT charged by the agent when required to carry out any additional services
- Occupation Contract Renewal fee - £60.00 inc VAT

Other Income

We may also receive commissions from:

- Insurance companies
- Referencing companies
- Utility providers

[[Date sent]]

[[Landlords Name/s]]

[[owner_signature]]

[[Signed by the landlord/s]]