



AshcroftGuest
ESTATE & LETTING AGENTS

Landlord Fees Updated 01/06/2019 (subject to change)

What's included?	Tenant Find Only	Fully Managed
Property visit to evaluate potential rental income and give advice	✓	✓
Arrange professional photography including a floorplan	✓	✓
Advertise your property including full Rightmove/internet portal advertising and match against our database of registered tenants	✓	✓
Where possible, provide a 'To Let' board outside the property	✓	✓
Arrange and conduct all viewings at the property - liaise with current tenant if needed	✓	✓
Advise weekly on marketing strategy and immediately update you with all feedback from viewing appointments	✓	✓
Advise on changes to market conditions	✓	✓
Interview prospective tenants and negotiate any offers on your behalf	✓	✓
Oversee reference checks on prospective tenants plus tenant ID and immigration check - carried out by an independent company	✓	✓
For a tenant requiring a Guarantor - carry out full reference checks	✓	✓
Prepare a tenancy agreement, which complies with current legislation	✓	✓
Legionella assessment, Gas, Electric and EPC certificates can be arranged - at Landlords Cost	✓	✓
Collect the first month's rent and security deposit prior to the tenants moving in	✓	✓
Coordinate and witness the signing of the agreement and handover keys	✓	✓
Issue the tenant with a welcome pack containing all essential information	✓	✓
Supply a full colour photographic inventory of the property displaying the properties condition at the start of the tenancy	✓	✓
Notify the local council, gas, electricity and water suppliers of the new tenancy with meter readings taken on the 'move in date'	✓	✓
Hold the security deposit in our Deposit Protection Scheme and serve prescribed information (For 'Tenant Find Only' you will have to deposit the security bond in your own Deposit Account)	X	✓
Rent collection – collected by standing order/direct debit/electronically from the tenant, deduct any necessary expenses and fees then forward the balance to your nominated account within 48hrs	X	✓
Chase non payment of rent	X	✓
Monthly rental statement fully compliant for tax purposes along with invoices where applicable	X	✓
Inspect the property on a regular basis and report our findings to you	X	✓
Any issues with the property throughout the term will be inspected and assessed – any remedial works can be done using our registered contractors or one provided by you	X	✓
Tenant provided with a 24hr emergency contact number for Ashcroft Guest	X	✓

Respond to tenant and landlord enquiries	X	✓
Negotiate tenancy amendments such as pet addendum, change to rent payment dates	X	✓
Negotiate rent increase	X	✓
At the end of the tenancy we will renew the agreement if required or arrange for the tenant to stay on a periodic tenancy	X	✓
If you do wish the tenancy to end we will issue the appropriate notice to the tenant on your behalf	X	✓
Prepare Check Out schedule of condition	X	✓
Arrange for the security deposit to be returned to the tenant with any necessary deductions	X	✓
Our Fees (Including VAT @ 20%)	One month's rental amount with a minimum fee of £450	Half a month's rental amount with a minimum fee of £450 Plus 12% per month (£10% + vat)