

SERVICES AND FEES	FULLY MANAGED	TENANT FIND ONLY	STAND ALONE
Professional rental valuation and advice on all aspects of letting a property	✓	✓	TBC
Preparation of Property details and photographs for marketing (virtual tour?)	✓	✓	TBC
Advertising on property portals and social media - list tbc	✓	✓	TBC
Erection of To Let board	✓	✓	N/A
Accompanied viewings	✓	✓	TBC
Full Tenant Referencing	✓	✓	£75 pp
Right to Rent Checks	✓	✓	£25 pp
Issue How to Rent Guide (legal requirement)	✓	✓	N/A
Preparation of Tenancy Agreement	✓	✓	£75
Guarantor Paperwork (if required)	✓	✓	£75 pp
Deposit registration with DPS		✓	£40
Arrange Inventory & Schedule of Condition (see separate table)	✓	Contact us directly	Contact us directly
Pre-move in HHSRS Risk Assessment	✓	✓	£50
Arrange pre-tenancy house, carpet and oven cleaning	✓	✓	£50
Arrange Legionella Risk Assessment	✓	✓	£50
Legal Protection and Rent Guarantee (call for quotation)	POA	N/A	POA
Accompanied check in to explain house basics	✓	✓	£50
Test smoke alarms and CO detectors at move in (legal requirement)	✓	✓	£50
Arrange transfer of utilities to new tenants	✓	✓	£50

Arrange standing order for monthly rent collection	✓	✓	N/A
Monthly rent collection and statement	✓	N/A	N/A
Monthly transfer of rent to landlord (minus fees)	✓	N/A	N/A
Negotiating tenancy renewal, annual rent increases	✓	£50	£50
Allocated property manager	✓	N/A	N/A
Arrange annual renewal of safety checks to include Landlord's Gas Safety, AGA, Oil Boiler and Chimney Sweeping	✓	N/A	N/A
Arrange Electrical Installation Condition Report (EICR)	✓	N/A	N/A
Arrange Electrical Portable Appliance Test (PAT Test)	✓	N/A	N/A
Arrange EPC and Floor Plan	✓	✓	N/A
Dealing with routine maintenance issues and arranging repairs	✓	N/A	N/A
Property Inspection, reports and photos	✓	N/A	Contact us directly
Pay bills on behalf of landlord	✓	N/A	N/A
Key Holder	✓	£50 per annum	£50 per annum
Chasing rent arrears	✓	N/A	N/A
Arrange tenant move-out and provide checklist	✓	✓	£25
Administration of move-out and arranging check out inspection		✓	£50
Check out report with photos	✓	Contact us directly	Contact us directly
Agree deductions from deposit (if applicable) and administer refund via deposit protection scheme	✓	N/A	N/A
Hire of oil filled radiator or de-humidifier	£50 per week	£50 per week	N/A
End of year statement/tax summary	✓	N/A	N/A
*Major works fee (when co-ordinating works costing over £300 see note below)	*15% of total cost of works	N/A	N/A
Additional Admin fees	£50 per hour	£50 per hour	N/A
Copying keys	£25	£25	N/A

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Admin fee/liasing with insurance company in the event of a claim	✓	£50 per hour	N/A
Admin fee/liasing with solicitors/estate agents in the event of a claim	✓	£50 per hour	N/A
Emergency out of hours service		£50 per hour	N/A
Additional property Inspections	✓	Contact us directly	Contact us directly
Sourcing and viewing of potential rental properties on behalf of a landlord	£50 per hour	£50 per hour	£50 per hour
Paying quarterly tax to HMRC for non-resident landlords where required	Additional 1% fee	N/A	N/A
Deposit dispute resolution	£350 per day	N/A	N/A
Serving of Section 21 or Section 8 Notice	£120	£120	£120
Early termination fee (where landlord cancels the agreement before a tenancy has started)	£350	£350	N/A
Early termination fee (where landlord cancels the agreement during a tenancy)	1 month's rent	N/A	N/A

All fees listed are inclusive of VAT.

* Arrangement fee only – will incur additional contractor fees. Please note - this arrangement fee will be waived if using Golden Sands recommended contractors.