

OUR SERVICES

THE NITTY GRITTY

Our Services	Let Only	Managed No Repair	Managed	Managed VIP
	6%	11%	13%	15%
All charges inclusive of VAT (charges based on annual rent achieved for let only, managed percentage against rent per month)				
Appraisal & Marketing Package – see 'Marketing Packages'	From £200 to £300			
Remarketing costs (where marketing fee previously paid and property let via Platinum)	£150			
Update professional grade property marketing photos for remarketing (without enhancement)	£65			
Produce property floorplans for marketing	£75			
Production of 360 degree virtual tour	£100			
Proposing offers and negotiation of tenancy terms to acceptance	✓	✓	✓	✓
Comprehensive tenant/guarantor referencing and Right to Rent compliance checks	✓	✓	✓	✓
Compose and securely execute ARLA approved tenancy agreement and key handover	✓	✓	✓	✓
Arrange compliant safety certification (not inc. contractor costs, see 'Safety Compliance')	£30		✓	✓
Arrange initial professional property clean (not inc. contractor costs)	£30		✓	✓
Arrange any instructed works prior to tenancy commencement (not inc. contractor costs)			✓	✓
Supply compliance pack to tenant inc. government and safety information guides and compliance certification	✓	✓	✓	✓
Compile and supply Tenant Information Pack			✓	✓
Provide instructions/copy appliance manuals to tenants as supplied to us		✓	✓	✓
Source missing instruction manuals and supply to tenants		£25	✓	✓
Notify utilities (inc. meter reads) and local authority of new tenancy		✓	✓	✓
Collect first month's rent and deposit through secure certified payment system	✓	✓	✓	✓
Register deposit with government regulated scheme and supply prescribed information	£45*	✓	✓	✓
Compile detailed accurate photographic inventory and schedule of condition	*	✓	✓	✓
Provide inventory to tenants via secure tracking system for their comments/agreement (Platinum Properties inventories only)	£40	✓	✓	✓
Secure spare key storage in office	£40*	✓	✓	✓
Address any works identified by Tenants on inventory (not inc. contractor costs)			✓	✓
Property visit and provide photographic report detailing tenants care and maintenance	£75	✓	✓	✓
Tenant management for non-compliance of tenancy terms		✓	✓	✓
Arrangements of quotations/estimates and agreed works as necessary			✓	✓
Payment of contractor invoices and other property related invoices through rent roll			✓	✓
Access arrangements with tenants (where using our contractors)			✓	✓
Access arrangements (third party contractors and service agreements), per arrangement			£20	✓
Escort third party contractors to property, per visit			£50	✓
24 hour emergency tenant support (not inc. contractor invoices)			Insurance option avail.	✓
Submission and supervision of insurance claims (subject to FCA regulation)				✓
Collection of monthly rent, pay over minus costs and provide detailed monthly statement by email		✓	✓	✓
Pursue late payment of rent		✓	✓	✓
Prescribed service of Section 8 breach of tenancy notice (not inc. solicitor costs)		✓	✓	✓
Prescribed service of Section 21 tenancy termination notice	£125	✓	✓	✓
Court attendance and bailiff accompaniment			£80	✓
Annual Tax Statement			£35	✓
Ongoing advice for maintaining/improving properties to maximise investment potential			✓	✓
Compliance and legal advice in relation to issues affecting the tenancy (per hr let only)	£50	✓	✓	✓
Negotiate and execute legally compliant fixed term renewal of tenancy		£100		✓
Prescribed service of Section 13 annual rent review	£125	✓	✓	✓
Notify utilities and local authority of tenancy end and meter reads		✓	✓	✓
Final inspection and photographic report against original inventory and schedule of condition	*	✓	✓	✓
Negotiate agreement and return of the deposit with the tenant (per hr let only)	£50	✓	✓	✓
Compile representation for adjudication where deposit return agreement cannot be reached	£50 per hour + £10 per solicitor cert doc			✓
Vacant property supervision	£50 per visit			✓
Overseeing refurbishment works	+ 10% of total costs			✓
Overseas landlord tax retention and provide details to Centre for Non Residents (per quarter)	£120 per annum			
Providing copy documentation / providing printed and posted documents rather than electronic copies	£30 per document			✓

*Additional option see charges under heading 'Inventory & Final Inspections'

*Annual Fee

NB: The payment of contractors, solicitors, court fees, bailiffs and enforcement officer's fees/invoices require to provide services in relation to the above remain the responsibility of the Landlord.

Marketing Packages

Charges inclusive of VAT

	Basic £200	Essential £250	Premium £300
Market appraisal of the property and market comparison report	✓	✓	✓
Professional grade advertising photographs	✓	✓	✓
Production of legally compliant 'lifestyle' property and area description	✓	✓	✓
Listing on Rightmove, OnTheMarket and Platinum Properties website (mobile device compatible)	✓	✓	✓
Colour advertisement in office window display	✓	✓	✓
Fully accompanied viewings	✓	✓	✓
Full colour brochure		✓	✓
Match and mail out to existing database		✓	✓
Review property marketing performance bi-weekly (essential)/weekly (premium)		✓	✓
Update property advertisements to enhance performance as necessary		✓	✓
Premium Listing on Rightmove			✓
Professional photograph enhancement (insertion of blue sky, etc.)			✓
Production of professional floorplans			✓
Production of 360 degree virtual tour			✓

Safety & Compliance

Energy Performance Certificate	£71
Gas Safety Certification	£78 boiler & £30 per appliance
Electrical Installation Inspection and Certification	£144
Portable Appliance Testing	£38 (up to 8 appliances)
Legionella Risk Assessment	£75
Supply and install kitemarked battery powered smoke alarm	£40
Supply and install kitemarked battery powered carbon monoxide alarm	£40
Supply and install replacement mains operated smoke/heat detector (10 year lifespan)	Smoke £42/Heat £52

Compliance, safety certification and reports exclude any identified works required for compliance

Insurance Options

We are introducer appointed representatives of Saffron Insurance and One Broker (Cambridge) Ltd who are authorised and regulated by the Financial Conduct Authority. Perfect for Lettings is a trading style of Saffron Insurance and WeLoveLandlords is a trading style of One Broker (Cambridge) Ltd. Saffron Insurance and One Broker (Cambridge) Ltd are independent insurance brokers specialising in insurance policies specifically aimed at Landlords.

Buildings and Contents Insurance	Contact us for details/to obtain quotation
Legal Protection	Contact us for details/to obtain quotation
Legal Protection & Rental Warranty	Contact us for details/to obtain quotation
Emergency Assistance	Contact us for details/to obtain quotation

Where a quotation is requested your details will be passed on to our appointed representatives.

Inventories & Final Inspection

A quality inventory/schedule of condition and comprehensive final inspection report are critical to protect the interests of upon which any proposed deductions against a tenants deposit rest. Even unfurnished properties require a documented account of their decorative order, kitchen and bathroom fittings, electrical and heating installations, appliances and garden condition, etc.

	UNFURNISHED INVENTORY	FURNISHED INVENTORY	FINAL INSPECTION
Studio/1 Bedroom	£125	£175	£80
2 Bedroom	£150	£200	£100
3 Bedroom	£175	£225	£125
4 Bedroom	£200	£250	£150
5 Bedroom	£225	£275	£180
Inventory Update	Where changes to the property have been minimal throughout the tenancy we are able to update any inventory previously prepared by Platinum Properties		£85 per update visit

Properties will be accurately and fairly inventoried and assessed based upon their condition at the time of our visit (a minimum of 48 hours prior to the commencement of any tenancy). It is your responsibility, as the Landlord, to ensure that the property is in a suitable condition.