



- Initial takeover of tenancy: £200.00

This includes:

- Ensure all legal requirements are met. We would communicate with you if any requirement needs updating to legal standards, pre-agree quotes from our trusted vendors, arrange any necessary work to be performed and/or certified, and forward invoices for payment as incurred.
- Create a tenancy "handbook" which would be regularly reviewed/updated as necessary, and would be yours to keep. It would include
 - Operating manuals
 - Location and operation of key features e.g. boiler, electricity, water
 - Provide emergency contact numbers
 - Organise and supervise floor plans and photography at a pre-agreed cost
 - Prepare a tenant and landlord "charter", stating respective responsibilities in terms of maintenance
 - initial inventory and condition check with photographs.

- Tenant find and set up: £300.00

This includes:

- Advise on rent expectation
- Find a suitable tenant
- Perform all checks:
 - Tenant Right to Rent
 - Credit check
 - References
 - Affordability
- Prepare tenancy agreement
- Set up tenancy
- Provide tenant with all legal documentation
- Initial handover
- Visit tenant within first two weeks
- Inventory and condition agree with Tenant
- Organise guarantor if required
- Liaise with utility suppliers and local authority

- Tenancy management: 11% of rent

Please note this does not include rent collection.

- Collecting deposit and lodge with a deposit protection scheme. We use DPS.
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- Ensure rent is paid on time. Pursue rent arrears. We are members of the property redress scheme.
- Liaise with tenants and landlord regarding minor repairs. Cost of repairs charged to landlord or tenant as per terms of the AST.
- If any major works are required, any costs and additional fees will be pre-agreed with the landlord.
- Negotiate tenancy renewal/termination.
- Negotiate annual rent review.
- A minimum of two inspections per annum with report to the landlord and tenant.
- Organise annual gas check if appropriate
- Organise EPC and Electrical certificates as/when required.
- Communicate with the landlord regarding legislative changes/proposed changes

- Court Attendance: £30.00 (including VAT) per hour

BForder Homes fees and agreed costs to be invoiced monthly.

All fees include VAT where appropriate.