



## Core Services / Charges

Let Right Properties ltd offer a wide range of services to suit your requirements. Whether you have just the one investment property or a large portfolio we can take care of your every need.

| Service  | Management   | Tenant Find Only                                   |
|--|--|--|
| Full Management Service  | 12% (10% Plus VAT) & 60% (50% Plus VAT) setup up fee | NA   |
| Tenant Find Only Service   | NA   | 90% (75% Plus VAT) of 1 <sup>st</sup> month's rent |
| Deposit Protection Certificate   | £39.60(Inc VAT)                                      | NA   |
| Transfer of Management property from another agency including contacting the tenants, transferring rental payments, bond deposits and contracts. | £90 (Inc VAT)  | NA   |
| Rental Valuation (non registered properties)   | Free   | Free   |
| Valuation letter to mortgage company   | £60 (Inc VAT)  | £60 (Inc VAT)                                      |
| Proof of ownership Land Registry search  | £18 (Inc VAT)  | £18 (Inc VAT)                                      |
| Property refurbishment advice (1hour)  | Free   | Free   |
| Written report on property refurbishment   | Free   | n/a  |
| Sale of property to Let Right's existing tenants / investor  | 1.8%(Inc VAT)  | NA   |
| Key holder for your investment property to allow access for maintenance or tenant lock outs tenancy  | Free   | NA   |
| Annual Gas Safety Certificate  | £54.50 (Inc VAT)                                     | £54.50 (Inc VAT)                                   |
| Annual Electrical Safety Certificate & Report  | £95 (Inc VAT)  | £95 (Inc VAT)                                      |
| Energy Performance Certificate & report (every 10 years)   | £65 (Inc VAT)  | £65 (Inc VAT)                                      |

## Inventories & Inspections (Tenant Find Only)

With the introduction of the Tenancy Deposit Scheme a full comprehensive inventory and property inspections are more important now than ever before. Ensure to protect your investment with this professional service. Please note that the management service includes the inventory report. However please below charges for all tenant find only properties

| Beds                   | Tenant Find Only |
|------------------------|------------------|
| Studio/1 Bed Furnished | £72 (Inc VAT)    |
| 2 Bed Furnished        | £96 (Inc VAT)    |
| 3 Bed Furnished        | £120 (Inc VAT)   |
| 4 Bed Furnished        | £144 (Inc VAT)   |
| 5 Bed + Furnished      | £180 (Inc VAT)   |
| Unfurnished Properties | £60 (Inc VAT)    |

## Rent Arrears

If your tenants stop paying their rental Let Right's highly trained, dedicated and experienced Housing Officers with their in-depth knowledge will assist you?

| Service   | Management | Tenant Find Only |
|---|------------|------------------|
| Letters(1-3)inc. telephone call and SMS text to tenants                                       | Free       | NA               |
| Letters(1-2)inc. telephone call and SMS text to Financial guarantors                          | Free       | NA               |
| Additional bespoke letters to tenants or guarantors   | Free       | NA               |
| Returned Direct Debit / Standing Order notification letter                                    | Free       | NA               |
| Returned cheque notification letter   | Free       | NA               |
| House visit to discuss account and collect outstanding rent inc. a witness and written report | Free       | NA               |

## Legal Assistance

Getting it right is essential. Let Right can assist in this complex process from simply serving a notice to gaining possession of your investment property.

| Service  | Management | Let Only |
|--|------------|----------|
| Preparation of Section 21 notice (fixed & periodic)                    | Free       | NA       |
| Preparation of Section 8 notice (all grounds)                          | Free       | NA       |
| To attend the property to serve a S21 or S8 notice                     | Free       | NA       |
| To attend the property as a witness to serve a S21 or S8 notice        | Free       | NA       |
| Credit Management letter to tenant or guarantor regarding rent arrears | Free       | NA       |
| Completion of County Court Claim Form                                  | Free       | NA       |
| To attend court as a witness with landlord                             | Free       | NA       |

## Administration

Let Right's flexible administration and accounting staff are on hand to assist with your every need – however big or small

| Service   | Management       | Let Only      |
|---|------------------|---------------|
| Blank standard Assured Short hold Tenancy Agreement                           | NA               | NA            |
| Blank standard Holiday Let Agreement  | NA               | NA            |
| Blank let Right Assured Short hold Agreement                                  | NA               | NA            |
| Blank let Right Financial Guarantor declaration form                          | NA               | NA            |
| Copy of tenant documentation pack inc. AST, references, ID and tenant details | NA               | NA            |
| Duplicated signed copy of the Property Management Agreement                   | £6 (Inc VAT)     | NA            |
| Duplicated copy of rental statements including any maintenance invoices       | £6 (Inc VAT)     | £6 (Inc VAT)  |
| Change of ownership after registration  | £39.60 (Inc VAT) | NA            |
| Notifying council & utility company of change of tenancy & void periods       | Free             | £18 (Inc VAT) |

# Insurance

## Insurance

Let Right have done the hard work for you and have found an insurance company offering specific landlord insurance at competitive prices.

## Alan Boswell – Landlords / Tenants insurance

For an instant quotation call **01603 216399** quoting reference Let-Right for favourable rates.