



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	C/H Find Only
Full Management Service	12% (10% Plus VAT) & 60% (50% Plus VAT) setup up fee	NA
Contract Holder Find Only Service	NA	90% (75% Plus VAT) of 1 st month's rent
Deposit Protection Certificate	£39.60(Inc VAT)	NA
Transfer of Management property from another agency including contacting the contract Holders, 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	£67.50 (Inc VAT)	£67.50 (Inc VAT)
Annual Electrical Safety Certificate & Report	£144.00 (Inc VAT)	£144.00 (Inc VAT)
Energy Performance Certificate & report (every 10 years)	£75(Inc VAT)	£75(Inc VAT)

Inventories & Inspections (C/H 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 contract holder find only properties

Beds	C/H 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 contract holder stops paying their rental Let Right's highly trained, dedicated and experienced Housing Officers with their in-depth knowledge will assist you?

Service	Management	C/H 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 contract holder 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 RHW16 Notice (fixed & periodic)	Free	NA
Preparation of RHW20 Notice (Rental Arrears)	Free	NA
Preparation of RHW23 Notice (Breach)	Free	NA
To attend the property to serve a above notice	Free	NA
Preparation of RHW12 Notice (Rental increase)	£60 (inc vat)	NA
To attend the property as a witness to serve above notices	Free	NA
Credit Management letter to contract holder or guarantor regarding rent arrears	Free	NA
Completion of County Court Claim Form	£75.00	NA
To attend court as a witness with landlord	£240.00	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 Occupation Contract	NA	NA
Blank standard Holiday Let Agreement	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.