

<b>Service Levels and Fee Options</b>	<b>Introduction service</b>	<b>Rent Collection</b>	<b>Full Management</b>
Set-up fee	£350	£350	£350
Advice on local market conditions and provide rental assessment	✓	✓	✓
Provide guidance on compliance with statutory provisions and letting consents	✓	✓	✓
Prepare advertising material	✓	✓	✓
Marketing on Rightmove, Zoopla & Prime Location	✓	✓	✓
Accompanied viewings 7 days a week	✓	✓	✓
Industry leading robust reference checks	✓	✓	✓
Negotiate terms of proposed tenancy, subject to approval and satisfactory references	✓	✓	✓
Prepare and execute tenancy and related legal documentation	✓	✓	✓
Arrange protection of deposit in Government Approved Scheme	✓	✓	✓
Notify utility companies and local authority at the start & end of tenancy	✗	✓	✓
Comply with NRL & HMRC requirements	✗	✓	✓
Collect and remit rent to a nominated bank account	✗	✓	✓
Provide monthly statements of income and expenditure	✗	✓	✓
Payment of outgoing from rental income, if instructed	✗	✓	✓
Make formal rent demands and operate a rent arrears process, in the event of rent arrears	✗	✓	✓
Advise on and arrange repairs and instruct pre-approved contractors, in line with statutory law	✗	✗	✓
Manage security deposit dilapidation negotiations and prepare and submit evidence, if necessary	✗	✗	✓
Commission rate	8% of annual rent	10% of monthly rent	12% of monthly rent



## Additional Services and Fees

✓ Annual Statement – £60	✓ PAT Testing (by arrangement)
✓ Check In and Schedule of Condition – £150 up to two bedrooms. £24 per additional bedroom	✓ Professional Rate £90 per hour
✓ End of Tenancy Check Out – £150 up to two bedrooms. £24 per additional bedroom	✓ Property Ownership check £10
✓ EICR – From £150 (valid for 5 years)	✓ Property Visit – £85
✓ EPC – £90 (valid for 10 years)	✓ Selective Licencing Application £60
✓ Gas Safety Certificate – £99 (valid for 12 months)	✓ Serving of Section 21 & Section 8 notices – £110
✓ Installation of smoke and / or CO2 alarms – stand alone call out – £90	✓ Tenancy renewal - £120 or 7.5% of the gross rental for the term for Introduction Only Clients
✓ Key Cutting - £15	✓ Rent Protection and Legal Expenses Service 100% of monthly rent up to vacant possession and 75% of rent after vacant possession for up to two months. Additional legal expenses cover up to a value of £100,000 in any one claim. Nil excess. (By arrangement)
✓ Legionella Assessment - £90	
✓ Overseas Landlord quarterly & annual reporting - £36	

*Hirsch Estates is regulated to ensure that we operate and work to a higher standard than the law demands*

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**PROTECTED**

- ✓ Backed by Propertymark Client Money Protection Scheme
- ✓ Experienced and highly trained professionals who undertake regular training
- ✓ Up to date with complex legislative changes and best practice
- ✓ Adhere to a strict nationally recognised Code of Practice
- ✓ Submit independently audited accounts to Propertymark annually
- ✓ Membership of an independent redress scheme
- ✓ Professional indemnity insurance

*“We maintain a flexible attitude, and are generally able to adapt our Service to meet your individual circumstances and needs”.*