

	Platinum Managed with rent protection	Gold Managed	Silver Rent Collection	Bronze Let Only
Property appraisal and rental valuation	✓	✓	✓	✓
Marketing and advertising	✓	✓	✓	✓
Source suitable tenants	✓	✓	✓	✓
Accompanied viewings and feedback	✓	✓	✓	✓
Take up references and credit checks	✓	✓	✓	✓
Tenant Right to Rent checks	✓	✓	✓	✓
Draw up tenancy agreement	✓	✓	✓	✓
Collect deposit and first month's rent	✓	✓	✓	✓
Signing of the tenancy agreement and issuing all documents as per the Prescribed Requirements (England) Regulations 2015	✓	✓	✓	✓
Notify Council Tax, electricity, gas and water of move in	✓	✓	✓	✓
Inventory and statement of condition	✓	✓	✓	
Register deposit with TDS	✓	✓	✓	
Rent collection and payment to landlord	✓	✓	✓	
Monthly itemised statement to landlord	✓	✓	✓	
Chase any arrears	✓	✓	✓	
Non-resident landlord tax certificate	✓	✓	✓	
Conduct regular property inspections	✓	✓		
Arrange routine servicing and maintenance	✓	✓		
Advise on any repairs required	✓	✓		
Arrange emergency repairs	✓	✓		
Arrange mandatory safety checks	✓	✓		
Deal with tenant issues and queries	✓	✓		
Deal with tenancy renewals and rent reviews	✓	✓		
Deal with serving and receiving notices	✓	✓		
Remarketing at end of tenancy	✓	✓		
Oversee tenant check-out	✓	✓		
Notify Council Tax, electricity, gas and water of move out	✓	✓		
Arrange deposit return	✓	✓		
End of year tax statement	✓			
Rent and Legal protection	✓			
Priority Monthly Payment	✓			

\* Where a service is not included in a package this may be available at an additional cost. Please contact one of the Lettings Team

Payne Associates Charges

Consumer Rights Act 2015 section 83 (as amended)

In accordance with legislative requirements our fees in respect of Lettings Services are as follows:

	Net	VAT	Gross
<b>Platinum (Fully managed with rent protection)</b>			
Find tenant and set up tenancy (% of monthly rent amount)	50%	10%	60%
Monthly Management fee (% of rent received)	12.5%	2.5%	15%
<b>Gold (Fully Managed)</b>			
Find tenant and set up tenancy (% of monthly rent amount)	50%	10%	60%
Monthly Management fee (% of rent received)	10%	2%	12%
<b>Silver (Rent Collection)</b>			
Find tenant and set up tenancy (% of monthly rent amount)	50%	10%	60%
Monthly Management fee (% of rent received)	8%	1.6%	9.6%
<b>Bronze (Let Only)</b>			
Find tenant and set up tenancy (% of monthly rent amount)	70%	14%	84%
*Subject to a minimum fee of £630.00 inclusive of VAT			
<b>Additional Charges where not included in the level of service</b>			
Energy Performance Certificate	£70	£14	£84
Register the deposit with the Tenancy Deposit Scheme	£25	£5	£30
Initial Inventory (Unfurnished) up to 3 bedrooms	£100	£20	£120
*Additional cost per bedroom	£20	£4	£24
Initial Inventory (Furnished) up to 3 bedrooms	£150	£30	£180
*Additional cost per bedroom	£30	£6	£36
Routine inspection	£50	£10	£60
Existing tenancy renewals (Issue & Signing of all required paperwork)	£75	£15	£90
Rent review and issue Section 13 Notice	£60	£12	£72
Serving of notices (Section 21 Notice & Section 8 Notice)	£75	£15	£90
Oversee tenant check-out and return deposit	£150	£30	£180
Notify Council Tax, electricity, gas and water of move out	£40	£8	£48
Annual Income and expenditure report (For Income Tax Return)	£40	£8	£48