

# FEES & CLIENT GUIDANCE

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## LANDLORDS

*Fees will be no higher than those shown below, and, we do not charge VAT:*

**Full Management with Letting 10%** - From arranging repairs and providing full photo inspection reports, to our 24 hour emergency hotline for tenants – we'll take fantastic care of your property.

*Please note - All instances of maintenance or repairs will be communicated directly with the landlord. The client / landlords may choose to resolve the issue themselves via an accredited tradesperson, or if instructed by the landlord we can provide quotes from our own accredited professional network to do the works and charge the landlord accordingly.*

**Letting with Rent Collection 5.5%** - It's simple; we collect your rent so you don't have to.

*Please note - Renewal Fees reduce to 5% in the second year, 4.5% in the third year and remain at 4.5% thereafter.*

**Let Only 4%** - In its simplest form, we find you the perfect tenants; do all the legal work, get the tenant moved in, and the rest is up to you (*we're here to help along the way*).

*Please note - Renewal Fees reduce to 3.5% in the second year, 3% in the third year and remain at 3% thereafter. This also includes performing a free a rent review, the handling of a new tenancy agreement and notice preparation (which many other agents charge you for).*

Deposit Handling £99 – *each time a new contract is drawn up the deposit is required to be re-protected. Payable by the landlord.*

Agreeing Terms / Producing & Signing a Tenancy Document £99 - *Payable by the landlord.*

Comprehensive Reference & Right to Rent Checks - £49 (per applicant)\*

Serving Notice to Tenants - £99

Preparation of new tenancy agreement and deposit handling on change of joint tenant £199

Dealing with utilities or council tax on behalf of tenants £69 *(please note that this is included in the full management cost)*

Energy Performance Certificate £59\*

Gas Safety Certificates £59\*

*\*Please note that we engage accredited third party companies to perform our Energy Performance Certificates, Gas Safety Certificates and Reference Checks and so in no way is Element Property Management Ltd liable for them.*

Inventory & Condition Checks range from £119- £189 as seen below.

- Studio - £119
- 1 bedroom - £129
- 2 Bedroom - £139
- 3 Bedroom - £149
- 4 Bedroom - £159
- 5 Bedroom - £169
- 6 Bedroom - £179
- 7 Bedroom - £189

*Please note that we engage an accredited third party company to perform our inventory and condition checks, and so Element Property Management Ltd holds no liability for the Inventory and Condition Checks.*

## **LANDLORD & TENANT INFORMATION PACK**

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### **Guidance Prior to Moving in**

*Please note that we only accept payment of monies by online or direct bank payment.*

When agreeing to let a property to tenants we request the following information:

### **Tenancy File**

We **Require** the Following:

1. Photo ID – this can be a Passport / Valid Driver's License or ID Card along with overseas visa and residence permit if applicable (please refer to Right to Rent Checks)
2. Proof of Address – Utility Bill / Bank Statement / Council Tax Bill
3. Proof of Income – Last 3 Months Bank Statements / Employment Contract / Accountants Details

### **Credit / Reference Checks**

We **Require** the Following:

1. National Insurance Details
2. Last 3 Years Addresses
3. Current Landlord/s Details / Managing Agent Details
4. Name of Next of Kin & Their Address (doesn't have to be UK)
5. Post-Tenancy Address (for forwarding any information in the future).

### **Initial Financials & Fee's**

**Holding Deposit of One Weeks Rent** – (the property will then be withdrawn from the market and reserves the property for the applicant/s for a period not to exceed 2 weeks. If the applicant/s withdraw during the period, then the Holding Deposit is NOT refundable. If the landlord/s declines due to unacceptable references or own change of circumstances, then the holding deposit will be refunded in full).

### **Financials to be in place prior to move-in date**

**Six Weeks Deposit** – The deposit is held as security for the performance of the tenant's obligations under the AST agreement and to compensate the landlord for any breach of these obligations. The deposit will be protected in a government-approved scheme.

**First Month's Rent** – This will be paid in advance and the one-week holding deposit will form part of this first month's rent.

**Fee payment in full via landlord** – We require any outstanding monies owed via the landlord to be paid and settled in full to Element Properties & Co, prior to the move in date by the tenants.

**Additional Costs**

Payment of rent by more than 2 monthly standing orders incurs £10 each payment

Returned payments: £24

Rent arrears letter or email: £49