



# Our Services & Fees.

Wellingtons

# Summary of Services

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	Tenant Introduction Service	Rent Collection & Renewal Service	Fully Managed Service
Advice on the let and rent achievable	✓	✓	✓
Photos, floorplan and ebrochure	✓	✓	✓
Advertising the property	✓	✓	✓
Accompanied viewings	✓	✓	✓
References, including credit checks and Right to Rent checks	✓	✓	✓
Drawing up the Tenancy Agreement	✓	✓	✓
Collection of the first month's rent and tenants deposit	✓	✓	✓
Arranging a detailed inventory*		✓	✓
Registering the Tenants deposit to TDS		✓	✓
Rent collection and transfer		✓	✓
Monthly rent statement (via email)		✓	✓
Annual statement for you or your accountant/tax advisor (via email)		✓	✓
Returning tenants deposit at end of tenancy		✓	✓
Check in & check out of your tenant by independent specialists*		✓	✓
Handling of any deposit related negotiations			✓
Property maintenance using our local vetted contractors			✓
Arranging contractor visits			✓
Maintenance and arranging repairs			✓
Regular property inspections, including photographic reports			✓
Annual rental review			✓

# Our Fees

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Sole agency basis

## **Tenant Introduction Service:**

8% of the first 12 months rent

6% for any extension thereafter, including periodic.

## **Letting with Rent Collection and Renewal:**

10% of the rent for the initial term of the tenancy.

8% for any extension thereafter, including periodic.

## **Letting and Fully Management:**

12% of the rent for the initial term of the tenancy.

11% for any extension thereafter, including periodic.

A set up fee of £250 is payable on all new tenancies to cover administration costs (this fee includes two tenant references, tenant right to rent checks, initial Tenancy Agreement, photography and a floorplan).





# Tenant Introduction Service

This is a great service if you would like to manage the tenancy yourself. We will provide an expert rental valuation, market the property and carry out viewings to ensure your property is let to the most suitable tenant. We will also ensure our landlords are protected and adhere to current legislation. We provide the most up to date tenancy agreement and protect the tenants deposit with the tenancy deposit scheme.



# Rent Collection & Renewal Service

In addition to what you get from our Tenant Introduction Service, here we will collect the rent from your tenants each month and pay the balance to you and supply you with a monthly statement. We will arrange for meter readings to be taken and notify the utility companies when the tenant moves in. We will also negotiate any renewals to the tenancy.

# Fully Managed Service

This service takes care of every aspect of letting and property management. Our experience and knowledge not only gives assurance that your property is in the safest possible hands, but your tenants are too and this experience can save on unnecessary costly repairs. We only use professional, trusted local contractors and have an emergency call-out service.

Included in this service are bi-annual property visits, which we carry out and then feed back to you via a full report.

We also negotiate any deposit deductions after check out.

We are members of the Property Redress Scheme (PRS) and Client Money Protect (CMP)

**PRS** Property Redress Scheme

**CMP** Client Money Protect



# Contact us

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