

Levels of Service

List of services	Let Only	Let and Rent Collection	Fully Managed
	10% + vat	10% + vat	15% + vat
	12% Inc. Vat	12% Inc. Vat	18% Inc. Vat
Free valuation of your property to assess its earning potential	✓	✓	✓
Extensive marketing incl A3 details, photos and floorplan	✓	✓	✓
Advice on preparing the property and maximising its value	✓	✓	✓
To Let Board (where permitted) and window cards	✓	✓	✓
Accompanied viewings and offer negotiation	✓	✓	✓
Administration of Tenant referencing* and Right to Rent	✓	✓	✓
Negotiate terms and production of appropriate tenancy agreement*/prescribed information for deposit	✓	✓	✓
Registration of Tenant's deposit in approved scheme*	✓	✓	✓
Collection of initial monies and deposits	✓	✓	✓
Initial statement and set up of on-going payment to landlord	✓	✓	✓
Arrange inventory*	✓	✓	✓
Ensure GSC and EPC are in place and served to tenant	✓	✓	✓
Arrange renewal of safety certificates*	✓	✓	✓
Specialist advice and support from dedicated staff	✓	✓	✓
Negotiate annual renewals and issue contract addendums*	✓	✓	✓
Serve Legal notices to bring tenancies to an end*	✓	✓	✓
Monthly collection of rent/professional monthly accounting		✓	✓
Arrears chasing and advice on courses of action		✓	✓
Periodic property inspections			✓
Management of a working fund for repairs/maintenance			✓
Arrangement/payment of routine repairs as instructed/agreed			✓
Day to day contact point for tenants			✓
Arrangement of cleaning/garden maintenance			✓
Arrange check out at the end of the lease and agree the costs of any losses, damages or cleaning from the deposit			✓
24 hour Emergency repair service			✓
Management of utility changeover			✓

***Fees and/or charges may apply**

Landlord's Fee Schedule

Charges applicable to all tenancies	inc VAT
Tenant referencing per applicant or Guarantor	£60
Inventory creation, check in and check out are payable by the Landlord, and will be calculated based on property	TBC
Administration and tenancy setup	£175
Renewal negotiation and administration	£85
Deposit registration and administration with the Tenancy Deposit Scheme	£40
Additional Fees - all fees are only charged if service is required	
Energy performance certificate	£90
Legionella risk assessment	£120
Carbon Dioxide Alarms are charged at £30 per item plus contractor charge for fitting	£30
Smoke Alarms are charged at £20 per item plus contractor charge for fitting	£20
Non managed Gas Safety Certificate arrangement, cost of contractors invoice plus	£40
Non managed Gas Safety Certificate arrangement if we do not collect rent, cost of contractors invoice plus	£60
Key cutting plus the cost of keys	£12
Submission of Non resident Landlords tax to HMRC per quarter	£40
Arrangement of works exceeding £2000	10%
Preparation of Court appearance paperwork	£120
Court attendance per hour	£60p/h
Preparation and submission of TDS claim (only available for Managed properties)	£100
Additional Property visit and report	£60
Pre- tenancy preparation of property	£60p/h
Minimum letting fee	£840
Withdrawal from offer once referencing process has been started	£240
Use and supervision of own lease	£120
Supervision of insurance claim	£120
Hourly rate for additional works undertaken	£60p/h
Sale of property to a tenant introduced by PG Lettings	1.80%
Early termination charge if the landlord sells the property to a third party with the tenants in situ	£480
Section 21 notices for let only properties	£60

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