

# riverside residential

## Property Services

### Management Fees & Services

|                                                                                    | Let Only Service | Fully Managed Service<br>14% ( plus VAT)* |
|------------------------------------------------------------------------------------|------------------|-------------------------------------------|
| Marketing and Advertising<br>(Including professional photographs and To Let board) | ✓                | ✓                                         |
| Full Tenant Referencing & Right to Rent Checks (Including guarantor if required)   | ✓                | ✓                                         |
| Preparing and Signing of Documents                                                 | ✓                | ✓                                         |
| Collection of Initial Monies                                                       | ✓                | ✓                                         |
| Utilities Service                                                                  | ✗                | ✓                                         |
| Deposit Registration                                                               | ✗                | ✓                                         |
| Inventory                                                                          | ✗                | ✓                                         |
| Inspections                                                                        | ✗                | ✓**                                       |
| Property Repairs and Maintenance Service                                           | ✗                | ✓                                         |
| Rent Reviews                                                                       | ✗                | ✓                                         |
| Mandatory Certificate Renewals                                                     | ✗                | ✓                                         |
| Pre-check Out Inspection                                                           | ✗                | ✓                                         |
| Final Check Out Inspection                                                         | ✗                | ✓                                         |

\*Fully Managed Service 14% plus VAT (16.8% incl. VAT) of the monthly rent subject to minimum charge of £60.00 plus VAT

\*\*Inspections are carried out every 6 months unless you have opted to have one every 12 months (please note we include one inspection in our Fully Managed Service and additional inspections are chargeable)

## **Fully Management Service**

### **The Agent shall:**

1. Advertise and market the Property;
2. Arrange and conduct viewings with prospective tenants;
3. Report to the Landlord concerning all offers received;
4. Arrange prospective tenant referencing via a third-party referencing company and provide copies of the signed inventory/schedule of condition to both Landlord and Tenant(s);
5. Negotiate appropriate tenancy terms with the Tenant(s);
6. Conduct Right to Rent checks on the Tenant(s);
7. Draft and arrange signature of the tenancy agreement;
8. Serve the tenancy compliance documentation (including: Energy Performance Certificate (EPC), Gas Safety Certificate, Electrical Installation Condition Report (EICR);
9. Collect the Deposit and, where applicable, protect the Deposit with the Deposit Scheme Administrator and serving the prescribed information upon the Tenant(s) within 30 days of receipt of the Deposit;
10. If applicable, liaise with guarantors and arrange appropriate guarantor agreements;
11. Arrange an inventory and schedule of condition of the Property and supply it to all parties;
12. Arrange for collection of keys;
13. Collect Rent;
14. Deduct Tenancy Commission and Fees in line with this Agreement and transfer payment of the remaining balance to the Landlord by way of bank transfer within 10 days of receipt of funds;
15. Submit monthly statements of account by email unless otherwise agreed;
16. Inform the Landlord if the Tenant is in Arrears;
17. Chase the Tenant for payment of any Arrears. Arrears pursuit is limited to reminders and correspondence; legal action requires the Landlord's separate written instruction with a solicitor;
18. Conduct a review of the rent upon the first 12 months of the Tenancy; and if suitable, serve the necessary notice to increase the rent
19. Hold keys securely;
20. Act as the main point of contact for the Tenant;
21. Notify utility providers and the local authority of changes in occupancy at the commencement of the Tenancy;
22. Conduct periodic property inspections and report findings to the Landlord;

23. Arrange and oversee day-to-day repairs and maintenance on the Landlord's behalf up to an authorised cost limit of £300 per individual instruction, without prior reference to the Landlord.

24. For any works or expenditure exceeding this limit, the Agent will seek the Landlord's approval before proceeding, except in cases of emergency where urgent action is required to protect the property, comply with legal obligations or ensure tenant safety. The Agent will account to the Landlord for all costs incurred and provide invoices or receipts upon request;

25. Arrange access for contractors, inspections, or emergencies as required;

26. Respond promptly to emergency repairs and taking necessary action to safeguard the Property and occupants;

27. All required legal certificates (CP12 & Boiler Service, EPC and EICR) will be automatically renewed and any necessary remedial works will be completed in a timely manner;

28. Remit any cleared rent held (less Tenancy Commission and Fees) to the Landlord upon termination.