

riverside residential

Property Services

Management Fees & Services

	Let Only Service	Fully Managed Service 14% (plus VAT)*
Marketing and Advertising (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)

Let Only 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;
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 (CP12), Electrical Installation Condition Report (EICR). Please note we can arrange for these to be carried out on your behalf. Please see Schedule 2 for costs.
9. Collect the Deposit and send to the landlord, 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 arranging appropriate guarantor agreements;
11. Arrange for collection of keys.