

BELVOIR BEDFORD  
TENANCY MANAGEMENT PACKAGES

Service Provided (● included in package, x not available)	Managed	Prime
Free Market Appraisal	●	●
Prepare Property Details including Quality Photography	●	●
Comprehensive Internet Portal Listing	●	●
Shop Window Display	●	●
Full Right To Rent Checks	●	●
Immigration Checks	●	●
Gas Safety Reminder notification	●	●
Electrical Safety Reminder notification	●	●
Credit Referencing	●	●
Employment Reference (where applicable)	●	●
Previous Landlord Reference (where applicable)	●	●
Tenancy File Creation	●	●
Tenancy Agreement (AST)	●	●
Online Document Signing	●	●
Collection of Monthly Rent	●	●
Chase of Rent Arrears (T&C apply)	●	●
Smoke and CO Alarm Testing	●	●
Accompanied Viewings	●	●
Tenant Move in	●	●
Property visits (T&C apply)	●	●
Key Handling	●	●
Online Tenancy Maintenance Account	●	●
Full Maintenance Audit Trail	x	●
Maintenance Handling up to Agreed amount	x	●
Deposit Registration/Nil deposit arrangement	£30	●
Tenancy Renewal Fee	£150	£60
Annual Income & Expenditure Tax Statement	x	●
Tenant Checkout (T&C apply)	●	●
Rent & Legal Warranty (T&C apply)	x	●
Non Resident Landlord Scheme Assistance	x	●
Enhanced Property particulars including Floor plans	x	●
Inventory Preparation	x	●
Preparation and Serving Legal Notices (per notice)	x	●
Deposit Dispute (ADR File Preparation)	x	●
Professional Hourly Rate (Office Manager)	x	●
Professional Hourly Rate (Director)	x	£100
Property Sales Service % of Sale Price	1.25%	0.90%
Tenancy Start-up Charge	420	300
<b>Monthly Fee (% of Rent Due)</b>	<b>(7.5%)9%</b>	<b>16.2%</b>

**Optional Additional Services**

**Price**

Move in inventory	from £60	
Tenancy check out inventory	from £80	
Additional property visits	£60	
Legionella Risk Assessment	£95	
Gas Safety Certification *	£36	for arrangement and retention of certificate
Energy Performance Certification*	£36	
<b>Additional contractor quotes : If more than 2 contractor quotes are required by the landlord for maintenance works, this fee is charged per additional quote required.</b>		
	£30	
Copy Statements	£18	
Duplicate Agreements/Notices	£30	
Key Cuttings (plus cost of Keys)	£18	
Void Period Management (Weekly - paid in Advance)	£50	
ADR Preparation	£150	
Electrical Safety Certification	Please call	
Buy to Let Seminars and Events	Please call	
Buy to Let Sourcing	Please call	
Property Portfolio Planning	Please call	
Property Acquisition	Please call	
Refurbishment Planning	Please call	
Wealth and Tax Management Planning	Please call	
(1) Viewing Service available at additional Cost	299	
Tenant Introduction Only:	£450	
Let Only Service: All Checks and References up to and including Move in and Deposit Registration.	6 Month Tenancy = £640 12 Month Tenancy = £750	
Let only Tenant Check on Request	£75	
Rent and Legal Warranty: % of Rent Due	N/A	4.20% *
Available for Managed		
* First 6 months of any New tenancy included with Executive Service		

All prices subject to change after two months' written notice

**Cancellation**

Where Full Management or Letting and Rent Collection serv tenancy (including any extensions) a fee of £360 inclusive c be payable.

All prices Quoted include VAT @ 20%

**Commissions**

We may also receive commissions from:  
Insurance companies  
Referencing companies  
Utility providers and others