

BELVOIR! Professional Service Options

Belvoir Service Options	Let Only	Fully Managed	Fully Managed PLUS Legal Protection & Guaranteed Rent	House of Multiple Occupancy - HMO Fully Managed
Free Property Visit & Rent Appraisal	✓	✓	✓	✓
Professional Marketing, Websites & To Let Board	✓	✓	✓	✓
Fully Accompanied Property Viewings	✓	✓	✓	✓
Referencing of Tenants & Guarantors	✓	✓	✓	✓
Right to Rent Checks	Initial Checks	Initial & Ongoing	Initial & Ongoing	Initial & Ongoing
Professional Tenancy Agreement & Signing	✓	✓	✓	✓
Full Photographic Inventory and Schedule of Condition	1 Bed £120 2 Bed £140 3 Bed £155 4 Bed £170 5 Bed+ £180	Free	Free	Free
Arrange Safety Certificates Cost of certs to be paid by Landlord	✓	✓	✓	✓
Check in Tenants, Signing for Keys	✓	✓	✓	✓
Notify Utility Companies / Council of meter readings & change of Tenant at start of tenancy	✓	✓	✓	✓
Register Deposits with TDS	Sent to Landlord	✓	✓	✓
Providing Electronic Duplicate Statements	✓	✓	✓	✓
Collect Rents Each Month		✓	✓	✓
Routine Property Inspections		✓	✓	✓
Additional Property Inspections where required		✓	✓	✓
Manage Property & Maintenance Issues		✓	✓	✓
Rent Reviews & Serving Section 13 Notice		✓	✓	✓
Process overseas landlord tax payments to HMRC		✓	✓	✓
Check Out & Final Inspection of Property		✓	✓	✓
Handle deposit claims up to the point of ADR (Alternative Dispute Resolution)		✓	✓	✓
Notify Utility Companies / Council of final meter readings & Tenant vacated		✓	✓	✓
Belvoir 12 Month Rent and Legal Protection (covers legal costs and rent T&C's apply)	Optional – Quote on Request	X	✓ Full Rent & Legal Protection throughout the whole tenancy	N/A
Landlords Building & Contents Insurance	Professional Landlords Buildings & Contents insurance is available to all customers			
Management Fee deducted monthly from incoming rent	N/A	12% + VAT (14.4% including VAT)	15% + VAT (18% including VAT)	10% + VAT (12% including VAT)
Start up Fee No Let No Fee – payable on move in	1 Months Rent (Minimum £450)	50% of 1 month + VAT (60 % including VAT) (minimum £450)	50% of 1 month + VAT (60 % including VAT) (minimum £450)	£240 at each re let per tenancy £180 per tenant & Guarantor combined

All Fees are Inclusive of VAT unless otherwise stated. We are members of PropertyMark & hold client money protection, meaning your money is in safe hands. We are also members of The Property Ombudsman redress scheme www.tpos.co.uk

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Additional Fees

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Biometric ID/AML Checks/Land Registry Document	<p>We will carry out the following checks:</p> <ul style="list-style-type: none"> - ID Document authenticity - Address document including 3rd party verification - Biometric scan with face match - Full AML (Anti Money Laundering) including PEPs (Publicly Exposed Person), sanctions, watch lists & adverse media - Ongoing daily monitoring of AML for 360 days - Current Land Registry Title Register downloaded 	<p>£24 (Inclusive of VAT) Per Owner/Director/Shareholder Paid directly to HIPLA. Alternatively, each Owner/Director/Shareholder can attend the office with the documents to be manually verified at no cost</p>
Full Photographic Inventory & Schedule of Condition	<p>We will carry out a full photographic inventory and schedule of condition of your property, detailing things such as wall finishes and paint colours, floorings, fixtures and fittings, windows, gardens, inside ovens, bathrooms, toilets.</p> <p>A complete record of cleanliness to be used as evidence when a tenant vacates as to the condition of the property at their move in.</p>	<p><u>FREE with Full Managed Let Only Pricing (All Inclusive of VAT)</u></p> <p>1 Bed £120 2 Bed £140 3 Bed £155 4 Bed £170 5 Bed+ £180</p>
Alternative Dispute Resolution Paperwork and Evidence (Available on managed properties only)	Where tenants dispute a deposit claim to the point evidence has to be presented and an adjudicator at the TDS makes the final decision	<p>£120 (Inclusive of VAT)</p> <p><u>FREE with Full Managed Plus</u></p>
Tenancy Renewal Fee Where a new fixed term contract is requested to the same tenants (Available on managed properties only)	When a fixed tenancy reaches its end, our contracts will automatically roll into "contractual periodic" this means a rolling contract and can continue this way indefinitely until you or the tenants serve notice. However, if you prefer the tenants to sign a new "fixed" term contract we will need to draw up a new tenancy and carry out various legal checks on the tenants again.	<p>HMO £180 (Inclusive of VAT) per tenant/guarantor combined</p> <p>Non HMO 25% of first month's rent (minimum £225)</p>
Attending Legal Proceedings (Available on managed properties only)	Should you require us to attend legal proceedings for any matter our hourly rate including VAT will be charged from leaving our office to arriving back at our office.	<p>£72 per hour (Inclusive of VAT)</p> <p><u>FREE with Full Managed Plus</u></p>
Management of Major Works in excess of £1200 (Available on managed properties only)	Should you require us to arrange and manage any works costing in excess of £1200 we will charge a fee to cover our time and costs	<p>12% (Inclusive of VAT) of total cost of works</p> <p><u>Free with Full Managed Plus</u></p>
Empty Property Visits	Should you require us to visit empty properties to carry out a visual inspection, upon your request will arrange for a member of staff to visit. Quite often we are visiting empty properties carrying out viewings anyway, but over Winter periods, quite often insurers expect a weekly report when a property is empty.	<p>£30 (Inclusive of VAT) per visit upon request</p>
Annual Tax Statements	Should you require us to produce an annual tax statement for your accounts	<p>£30 (Inclusive of VAT)</p>

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Belvoir NuL have acted as letting agents for my student rental for several years and have always acted in a professional manner. Their service has never given me reason to complain, and all issues raised have been dealt with in a timely manner. I would be happy to recommend them to anyone looking for a letting agent.

Jos (All Agents.co.uk)



As a landlord I am very happy with the level of service Belvoir provide. They have full management of my properties. I would not hesitate to recommend. Mrs N (All Agents.co.uk)

