

## **BARTLAMS - LANDLORD SERVICES**

### **LET ONLY SERVICE**

- Initial visit to property for appraisal, valuation and letting advice.
- Second visit to take full particulars and professional photographs for marketing.
- Colour letting particulars.
- Internet advertising on our website, Rightmove, OnTheMarket and associated property portals. (Press advertising (if required) can be arranged at an additional cost of £60 + VAT per insertion in the local press).
- "To Let" board (if required).
- Finding a tenant/s.
- Escorted viewings (if required).
- Obtaining tenant references (credit check, employer reference and current landlord reference).
- Conducting compulsory Right to Rent Immigration checks.
- Drawing up Assured Shorthold Tenancy Agreements for signature by both parties.
- Handling the tenancy deposit formalities.

**Fee: 80% of one month's rent realised (subject to minimum of £550 + VAT) (£660 inclusive of VAT).**

### **FULLY MANAGED SERVICE**

- Initial visit to property for appraisal, valuation and advice.
- Second visit to take full particulars and professional photographs for marketing.
- Colour letting particulars.
- Internet advertising on our website, Rightmove, OnTheMarket and associated property portals. (Press advertising (if required) can be arranged at an additional cost of £60.00 plus VAT per insertion in the local press).
- "To Let" board (if required).
- Finding a tenant/s.
- Escorted viewings (if required).
- Obtaining tenant references (credit check, employer reference and current landlord reference).
- Conducting compulsory Right to Rent Immigration checks.
- Drawing up Assured Shorthold Tenancy Agreements for signature by both parties.
- Handling the tenancy deposit formalities.
- Receipt of rent payments.
- Monthly account to Landlord.
- Management of rent arrears.
- Regular 6-monthly periodic inspections.
- Arranging annual Gas and Electrical safety checks.
- Management of repair requests.
- Tenant liaison.

**Fee: 60% of first month's rent realised (subject to minimum of £450 + VAT) (£540 inclusive of VAT) then 10% of each month's rent + VAT.**

**ADDITIONAL SERVICES**

- Energy Performance Certificate (if required). **£120 + VAT.  
(£144 inclusive of VAT)**
- Inventory and Schedule of Condition including photographic evidence that forms part of the Tenancy Agreement. **From £65 + VAT.  
(£78 inclusive of VAT)**
- Renewal of Assured Shorthold Tenancy Agreement. **£75 + VAT.  
(£90 inclusive of VAT)**
- Rent Protection Policy **POA**