

Management Service

1. Market appraisal and advising as to the likely rental income.
2. Advertising and generally marketing the property.
3. Interviewing prospective tenants and taking up full references including employer reference or previous Landlord character reference. Where necessary, additional security would be requested by means of a guarantor.
4. Preparing the Tenancy Agreement necessary for the Landlord to gain protection of the relevant Rent and Housing Acts, and renewing the Agreement where necessary at the end of the Term.
5. Preparing a full photographic inventory and contents list.
6. Liaising with a Landlord's mortgagees where necessary with regard to reference and Tenancy Agreement.
7. Taking a deposit from the tenant to be held in a Regulated Deposit Protection scheme until the end of the tenancy when the Property and contents have been checked for unfair wear and tear.
8. Forwarding to the Landlord the monthly rent received less any fees or expenses due or incurred for the period. Payments will be made by cheque or BACS and a detailed rent statement will be forward to the Landlord.
9. Arranging with service companies (principally electricity, gas and water) for meter readings and advising them of the transfer of service contracts to the tenant at the beginning of each tenancy. (Although deregulation of the Statutory Agencies is making this increasingly difficult. You may need to notify the relevant agencies to finalise your accounts).
10. Periodic inspections of the Property are carried out. Responsibility for and management of empty property is not normally included, and will only be carried out by special arrangement.
11. Making payments on behalf of the Landlord from rents received for costs in managing the property.
12. Carrying out a full property inspection and inventory check at the end of the tenancy and dealing with matters relating to unfair wear and tear before releasing the tenants deposit.
13. Carrying out an Energy Performance check if required. Additional items and other expenses will be charged according the scale of fees provided in this agreement.
14. Make selective licensing application, if applicable.
15. Comply to selective licensing conditions using best endeavours.

Scale of Fees

Full Management

HMO Setup Fee

MARKETING – Online marketing, advertising boards, email marketing	£250
INVENTORY – Detailed inventory report including photographs	
LICENSING – License applications and compliance management	
CLEANING – Professional property clean	
TENANT FIND *** – Screening, references, viewings, AST's and deposits	

Monthly Full Management Service Fee

VIEWINGS – Accompanied viewings for prospective tenants	11%
AST – Tenancy agreement creation and signing	
COMMUNAL AREAS – Weekly inspection	
ROOMS – Quarterly inspections	
RENT – Tenant rent & arrears management	
RENT REVIEW – Tenancy rent reviews & renewal negotiation	
LETTINGS – Re-letting of rooms when vacant	
INVENTORY – Full room inventory and schedule of condition	
REFERENCING – Full referencing checks on potential tenants	
MAINTENANCE – Routine repairs and maintenance management	
GAS SAFETY – Arranging annual gas safety certification*	
FIRE SAFETY – Arranging annual fire safety certification*	

Complimentary Service

DEPOSIT – Tenant deposit protection administration fee	FREE
RENEWAL – Tenancy renewal fee - New AST requested	FREE
RENT STATEMENT – Monthly rent receipt	FREE
REPORTS – Fire, gas and electric safety quarterly report	FREE
NOTICE – Serving notice seeking possession	FREE

Legal Fees

LEGALS – Attending court for possession hearings**	£250
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Certification

Energy Performance Certificate (EPC)*	£90
Gas Safety Certificate*	£90
Legionnaires Risk Assessment*	£90
Electrical Inspection Condition Report (EICR) and Portable Appliance Testing (PAT)*	£200

* This covers safety check arrangement and document management, it does not include the cost of the initial check or any subsequent remedial work required.

** This covers the cost of R Charles Property Management Ltd representation at court, hearings but does not cover the cost of Solicitors attendance or court fees.

*** This covers the cost of R Charles Property Management Ltd to find each tenant per room, including the costs of marketing, viewings, drawing up tenancy agreement, deposit protection and administrative costs.

Energy Performance Certificate (EPC)*

It is a legal requirement that all properties advertised for sale or let in the UK have an EPC. This certificate contains information about a property's energy use and typical costs, along with recommendations about how to reduce energy use and save money.

Should you wish to organise this yourself, we would request this is organised within the first seven days of instructing R Charles Property Management Ltd.

R Charles Property Management Ltd can arrange for an accredited assessor to attend your property and produce the certificate for £90 inc. VAT.

Cross the relevant box to indicate the arrangements which has been made to provide an EPC:

<input type="checkbox"/>	R Charles Property Management Ltd is authorised to arrange an EPC on my/our behalf at my/our expense (£90 inc. VAT).
<input type="checkbox"/>	An original EPC has been separately emailed to ray@rcharlesproperty.com .
<input type="checkbox"/>	I/we will supply an original EPC within the first 7 days of instructing R Charles Property Management Ltd.

Gas Safety Certificate*

All gas appliances and associated pipework and flues should be maintained to ensure they are safe to use. An annual inspection by a qualified registered Gas Safe engineer is now a requirement of law under The Gas Safety (Installation and Use) Regulations 1998. Should you decide to appoint your own contractor, you agree to carry out the necessary validation of their Gas Safe registration.

R Charles Property Management Ltd can arrange for a Gas Safe engineer to visit The Property in a timely fashion and carry out the required certificate.

Cross the relevant box to indicate the arrangements which has been made to provide a Gas Safety Record:

<input type="checkbox"/>	R Charles Property Management Ltd is authorised to arrange a gas safety check on my/our behalf at my/our expense (£90 inc. VAT).
<input type="checkbox"/>	An original Gas Safety Record has been separately emailed to ray@rcharlesproperty.com .
<input type="checkbox"/>	I/we will supply an original Gas Safety Record 7 clear days before the agreement commences*.

If there are no gas appliances or meter at the property, a certificate is not required.

Legionnaires Risk Assessment*

Recent changes in Approved Code of Practice L8 which tells you how to comply with Health and Safety legislation, means that Landlords must carry out a Legionella Risk Assessment of rented properties.

You are free carry out this assessment yourself, more information can be found here:
<https://www.hse.gov.uk/legionnaires/what-you-must-do.htm>.

Should you feel a professional assessment is required, R Charles Property Management Ltd will arrange for the attendance of an assessor to The Property who will produce a full risk assessment report (note, this may be carried out after the initial agreement has begun).

R Charles Property Management Ltd does not accept any liability in the case of any issue arising from non-compliance in this area.

<input type="checkbox"/>	R Charles Property Management Ltd is authorised to arrange a professional Legionnaires Risk Assessment on my/our behalf at my/our expense (£90 inc. VAT).
<input type="checkbox"/>	A Legionnaires Risk Assessment has been separately emailed to ray@rcharlesproperty.com .
<input type="checkbox"/>	I/We will organise a Legionnaires Risk Assessment and provide a copy to R Charles Property Management Ltd prior to the start of a agreement.

Electrical Inspection Condition Report (EICR) and Portable Appliance Testing (PAT)*

Electrical supply and appliances within a property must be 'safe'. All electrical appliances must be checked at regular intervals for defects (e.g., frayed wiring, badly fitted plugs etc). R Charles Property Management Ltd can arrange for a qualified electrician to attend The Property and provide a full Electrical Inspection Condition Report and Portable Appliance Testing.

R Charles Property Management Ltd strongly recommend you conduct an EICR every five years and PAT annually. This should be carried out by a qualified electrical engineer. Records of these checks conducted at the property should be retained and provided for inspection if required.

<input type="checkbox"/>	R Charles Property Management Ltd is authorised to arrange an Electrical Inspection Condition Report and Portable Appliance Testing.
Please detail the number of electrical circuits within the property (This can be found by the number of switches upon the fuse board) _____	
Please detail the number of appliances within the property to be tested. _____	
The cost will be calculated at £200 inc. VAT for the first 6 circuits and 6 appliances, £30 inc. VAT for each additional circuit and £5 inc. VAT each additional appliance thereafter.	
<input type="checkbox"/>	I enclose a copy of the Electrical Inspection Condition Report.

House of Multiple Occupancy Licence

A rented property will require a House of Multiple Occupancy License should the following apply:

- It's at least 3 storeys high
- At least 5 tenants live there, forming more than 1 household
- You share toilet, bathroom or kitchen facilities with other tenants

Please note that definitions may vary, and you are advised to contact your local authority to seek clarification and for licensing, if required.

<input type="checkbox"/>	My property does not require a license.
<input type="checkbox"/>	I enclose a copy of my HMO Certificate.

House of Multiple Occupancy Licence Renewal

For an application to be valid, you need to include the following; a completed application form, recent passport style photo of the applicant and any manager (if applicable) and the correct fee. Other documentation such as fire risk assessments will be required at a later date if not uploaded at the time you submit your application.

<input type="checkbox"/>	R Charles Property Management Ltd is authorised to prepare and apply for renewal of the HMO license on my/our behalf at my/our expense (£150 inc. VAT). This does not include the fee for the pre-application and license itself.
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Non-Residential (Overseas) Landlords

If you are living overseas for more than 6 months you are required to notify the Inland Revenue, who will issue us with a certificate allowing us to pay your rent to you gross. More information can be found at www.inlandrevenue.gov.uk.

When completing the NRL1 application form, please contact R Charles Property Management Ltd for our reference number.

Without this certificate, R Charles Property Management is obliged by the Taxes Management Act 1970 (or any similar powers of any future tax legislation) to deduct tax at the basic rate to cover any tax liability.

Reasonable administration charges may be payable to R Charles Property Management Ltd for further work requested by the Landlord, Landlord's accountant or the Inland Revenue in connection with such tax liabilities.

<input type="checkbox"/>	I am an overseas landlord and I have/will complete an NRL1 application form.
<input type="checkbox"/>	I am a UK based landlord and do not require a certificate.

Smoke Alarms and Carbon Monoxide Detectors

As of 1st October 2015 it is a legal requirement for smoke alarms to be fitted on each storey of rented property. These alarms can be battery operated and have to be in full working order for the duration of the agreement.

It is also a legal requirement for Carbon Monoxide alarms to be installed within proximity of any solid fuel burning appliance, such as coal or wood. It is also highly recommended by the Government that these are installed within proximity of fossil fuel burning appliances.

All of these alarms must be tested and certified annually to ensure they are in full working order.

Please complete the information below:

I/we confirm that the appropriate smoke and carbon monoxide detectors are present on each floor/within proximity of the appliance throughout The Property. I/we confirm these have been tested prior to the start of any initial agreement.

Please provide details of the position of each alarm below:

Maintenance

If you have preferred contractors please give details here.

Name: _____
Address: _____
Telephone: _____
Trade: _____

Name: _____
Address: _____
Telephone: _____
Trade: _____

Service Contracts and Guarantees

Please enclose copies of contracts & guarantees.

Appliance: _____	Contract No: _____
Contact & Tel No: _____	Expiry Date: _____
Appliance: _____	Contract No: _____
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Appliance: _____	Contract No: _____
Contact & Tel No: _____	Expiry Date: _____
Appliance: _____	Contract No: _____
Contact & Tel No: _____	Expiry Date: _____

Do you have a maintenance agreement with British Gas? Please enclose a copy of the agreement.	YES
	NO

If Yes, Reference Number: _____	Expiry Date: _____
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Please enclose copies of instructions for any appliances and heating system. If you do not have instructions, please write on a separate sheet any relevant instructions.

Utility information & what to do next

Utilities: Please let us know who supplies the following services giving their name and telephone number. By all means make a note of the gas, electric and water readings for your own reference, but please DO NOT contact any of these organisations:

Gas supplied by: _____	Tel: _____
Electricity supplied by: _____	Tel: _____
Water supplied by: _____	Tel: _____
Sewerage supplied by: _____	Tel: _____
Council Tax supplied by: _____	Tel: _____

You will still be liable for all the above services until a tenant occupies the property. At that point we will contact all the above organisations and inform them of all relevant meter readings and forwarding address for your final accounts.

Mail: It is your responsibility to make arrangements with the Post Office to have your mail redirected from the date you vacate the property.

Telephone: Make sure you contact your telephone provider and have your phone disconnected from the date you vacate the property.

Money Laundering Regulations: We need copies of photo ID and evidence of residence.

Keys

Please list all keys you are supplying us with. We require two of each.