








## General Schedule of Fees - Our Managed & Let Only Packages, and Other Potential Fees And Charges.












*(No VAT to be added – we are not VAT registered)*

Marketing and Tenancy Set Up – Fee: **£400.00 GBP**



### Marketing

-  Carry out all marketing and viewings
-  Advertise on Rightmove
-  Advertise on the company website [www.moorejonesproperty.co.uk](http://www.moorejonesproperty.co.uk)
-  We may sometimes advertise on social media but will always obtain your consent before doing this
-  Erect a "To Let" board
-  Carry out viewings
-  Secure potential applicants and facilitate reference checks (if required)

### Tenancy Set up

-  Carry out Right to Rent Checks
-  Prepare Holding Fee Contract (if required)
-  Issue tenant with the How to Rent Guide
-  Make sure that tenant receives copies of safety certificates BEFORE tenancy commences
-  Prepare Tenancy Agreement
-  \*Prepare Full Colour Inventory (Larger properties incur a surcharge of £50.00)
-  Carry out function audible test for smoke alarms and CO detectors (where applicable) and record that these were working in the Inventory provided before move in.
-  Carry out audible checks for smoke alarms and CO detectors at the move in appointment and confirm this again in writing to the tenant.
-  Record Gas and Utility meter readings (in the Inventory document)
-  Record Water meter readings (only where the meter is located inside the property)
-  Register Move in details including meter readings and contact details of the tenants and landlords with our preferred provider Muuvo – who will the notify the relevant Utility providers, water authority and local authorities of the relevant information

### Deposit Set Up

-  Register Deposit with our preferred scheme. TDS Custodial
-  Issue prescribed information and scheme leaflet to the tenant

## Managed Let Tenancies – Fee: **11.5% of Rental Income**

- 🏠 Monitor rent payments, chase arrears, tenancy renewals, compliance document renewals
- 🏠 (£80.00 additional charge to Landlord for each new tenancy agreement when required)
- 🏠 Rent reviews and relevant paperwork
- 🏠 Carry out an interim property visit on or around the first four months of the tenancy
- 🏠 Carry out function audible test during Interim Visits for smoke alarms and CO detectors where applicable
- 🏠 Prepare an Interim Visit report
- 🏠 Liaise with Landlord to confirm the timescale for future property visits
- 🏠 Liaise with Tenant, Landlord and Contractor to organise any necessary repairs and safety certificate renewals at the property
- 🏠 At the end of the Tenancy carry out a Check out Inspection
- 🏠 Liaise with Landlord and Tenant to agree dilapidation compensation if necessary
- 🏠 Facilitate dispute resolution with appropriate deposit scheme if needed
- 🏠 Serve notices to End Tenancy – section 21 or section 8 where required. £100.00 charge
- 🏠 Attend court if required.

## Let Only Tenant Find and Tenancy Set Up – Fee: **£500.00 GBP**

- 🏠 Everything included in the Marketing and Tenancy Set Up – but landlord is responsible for registering the deposit and providing the tenant with all necessary paperwork within the legal timeframes.

*For additional peace of mind, subject to applicant criteria, we can arrange for rent protection and legal expenses cover through Rightmove Landlord and Tenancy Services.*

*This is the same company who carry out checks on all potential applicants if requested.*

## Potential Tenant checks and Rent Warranty Products - *We use Right Move Landlord and Tenant Services*

- 🏠 Cost to carry applicant checks per applicant and guarantor - **£90.00 GBP**
- 🏠 Cost to arrange Rent Guaranty – 12-month period if required for a rent between £700 pcm to £1000 pcm - **£250.00 GBP** (price will increase after £1000 pcm - please ask for full details and information)

*Please note applicant and guarantor check fees are non-refundable. If the Holding Fee has been paid by the potential tenant, subject to the conditions of the Holding Fee Contract, funds can be used to cover Landlord's costs.*

## Other Potential Fees and Charges

Safety Certificates and Other Compliance Documents and Services (If required)	Fees
Arrange Gas Safety Certificate (Boiler) and Interim Service (not full strip down)	£100.00
EICR	£155.00
Arrange EPC (Energy Performance Certificate)	£75.00
Arrange Legionella Assessment	£60.00
Agent supply and fit CO alarm/ Smoke detector	£45.00
Additional Inventory Charge if applicable*	£50.00
Tenancy Renewal	£80.00

Finally, thank you for asking Moore Jones Property Consultancy to carry out a Rental Market Valuation on your property.

If you have any questions or queries, please do not hesitate to contact us on **07816 234147** or email [moorejonesproperty@gmail.com](mailto:moorejonesproperty@gmail.com)

***Diane Moore-Jones** – Director of Moore Jones Property Consultancy*