

Levels of Service

List of services	Let and Rent Collection	Fully Managed
	10% + vat 12% Inc. Vat	15% + vat 18% Inc. Vat
Free valuation of your property to assess its earning potential	✓	✓
Extensive marketing inc A3 details, photos and floorplan	✓	✓
Advice on preparing the property and maximising its value	✓	✓
To Let Board (where permitted) and window cards	✓	✓
Accompanied viewings and offer negotiation	✓	✓
Administration of Tenant referencing* and Right to Rent checks	✓	✓
Negotiate terms and production of appropriate tenancy agreement*/ prescribed information for deposit	✓	✓
Registration of Tenant's deposit in approved scheme*	✓	✓
Collection of initial monies and deposits	✓	✓
Initial statement and set up of on-going payment to landlord	✓	✓
Arrange inventory*	✓	✓
Ensure GSC, EPC, How to Rent Guide, and EICR are in place and served to	✓	✓
Arrange renewal of safety certificates*	✓	✓
Specialist advice and support from dedicated staff	✓	✓
Negotiate annual renewals and issue contract addendums*	✓	✓
Serve Legal notices to bring tenancies to an end*	✓	✓
Monthly processing of rent/professional monthly accounting	✓	✓
Arrears chasing and advice on courses of action	✓	✓
Periodic property inspections		✓
Advise on refurbishments and improvements required		✓
Management of a working fund for repairs/maintenance		✓
Arrangement/payment of routine repairs as instructed/agreed		✓
Day to day contact point for tenants		✓
Arrangement of cleaning/garden maintenance		✓
Arrange check out at the end of the lease and agree the costs of any losses, damages or cleaning from the deposit		✓
24 hour Emergency repair service		✓
Management of utility changeover		✓

***Fees and/or charges may apply**

Landlord's Fee Schedule

Charges applicable to all tenancies	inc VAT
Tenant referencing per applicant or Guarantor	£60
Inventory creation, check in and check out are payable by the Landlord, and will be calculated	TBC
Administration and tenancy setup	£195
Renewal negotiation and administration	£100
Deposit registration and administration with the Tenancy Deposit Scheme	£45
Additional Fees - all fees are only charged if service is required	
Energy performance certificate	£120
Electrical Installation Condition Report (EICR) subject to Engineer quotation	TBC
Carbon dioxide alarms are charged at £30 per item plus contractor charge for fitting	£30
Smoke alarms are charged at £20 per item plus contractor charge for fitting	£20
Non managed Gas Safety Certificate arrangement, cost of contractors invoice plus	£50
Non managed Gas Safety Certificate arrangement if we do not collect rent, cost of contractors invoice plus	£75
Key cutting plus the cost of keys	£12
Submission of Non resident Landlords tax to HMRC per quarter	£40
Arrangement of works exceeding £1500 of Managed properties	10%
Preparation of Court appearance paperwork	£180
Court attendance per hour	£120p/h
Preparation and submission of TDS claim (only available for Managed properties)	£120
Additional Property visit and report	£60
Pre- tenancy preparation of property	£60p/h
Minimum letting fee	£960
Withdrawal from offer once referencing process has been started	£480
Use and supervision of own lease	£120
Change of property ownership	£195
Supervision of insurance claim, additional property visits will be charged at our normal rate	£240
Hourly rate for additional works undertaken	£60p/h
Sale of property to a tenant introduced by PG Lettings - Agreed—1.5% +VAT	1.80%
Early termination charge if the landlord sells the property to a third party with the tenants in situ	£480
Drafting and service of section 21 notices for non managed properties*	£300
*For properties where PGCLL has not carried out the renewals the landlord assumes responsibility for the correct service of all relevant documents during the tenancy	