

Boulton & Griffiths

PROFESSIONALS RELOCATING

Landlord Guide
Services & Fees

Services	Tenant introduction only service	Gold Management service	Platinum management Service Exclusive 10% discount**
Setup Fee	75% + VAT of the months' rent 90% incl VAT (minimum £420 incl VAT) Sole agent	50% + VAT of the months' rent 60% incl VAT (minimum £420 incl VAT) Sole agent	50% + VAT of the months' rent 60% incl VAT (minimum £420 incl VAT) Sole agent
Rental Valuation	Inclusive	Inclusive	Inclusive
Advice & guidance on requirements to let a property	Inclusive	Inclusive	Inclusive
Staging Advice to make your property attractive for the rental market	Inclusive	Inclusive	Inclusive
Marketing & Advertising	Inclusive	Inclusive	Inclusive
Property particulars to be show cased to our waiting list of applicants	Inclusive	Inclusive	Inclusive
Pre-qualifying applicants before arranging viewings.	Inclusive	Inclusive	Inclusive

Accompanied viewings & virtual viewings.	Inclusive	Inclusive	Inclusive
Present applicants' interest and negotiate letting terms	Inclusive	Inclusive	Inclusive
Credit check & reference applicants (Includes up to 2 x applicants)	Inclusive	Inclusive	Inclusive
Prepare Contract, arrange signing, collection of first month's rent & deposit & release of keys.	Inclusive	Inclusive	Inclusive
Liaise with all parties during the letting process.	Inclusive	Inclusive	Inclusive
Organise check in inventory*	Inclusive	Inclusive	Inclusive
Electronic payment & statement	Inclusive	Inclusive	Inclusive
Monthly management fee	X	10% + VAT of the months' rent (12% incl VAT)	12% + VAT of the months' rent (14.4% incl VAT)

Register Deposit & issue relevant documentation.	X	Inclusive	Inclusive
Notify relevant utility providers of changes.	X	Inclusive	Inclusive
Monthly rent collection, electronic payment & statement	X	Inclusive	Inclusive
Routine Management	X	Inclusive	Inclusive
Dealing with day-to-day enquiries	X	Inclusive	Inclusive
Arrange routine maintenance and repairs.	X	Inclusive	Inclusive
Online maintenance reporting system	X	Inclusive	Inclusive
Trouble shooting reported maintenance to prevent unnecessary contractor visits.	X	Inclusive	Inclusive

24/7 Emergency maintenance assistance	X	Inclusive	Inclusive
Triage emergency maintenance	X	Inclusive	Inclusive
Compliance monitoring i.e., Gas safety checks, CO2 alarms, EICRS etc	X	Inclusive	Inclusive
Advice & guidance relating to the tenancy and property management	X	Inclusive	Inclusive
Organise checkout inspection*	X	Include*	Inclusive* Exclusive discount
Deposit Handling*	X	Inclusive*	Inclusive* Exclusive discount
Additional services – Tenancy Services*	X	Inclusive*	Inclusive* Exclusive discount
Undertake one routine visit per fixed term or once per year (whichever comes sooner)	X	Inclusive	Inclusive

Undertake routine inspections throughout the tenancy	X	X	Inclusive
Exclusive discount 10% off the setup fee (the final cost of)	X	X	Inclusive Exclusive discount
Exclusive discount 10% off additional services - tenancy services	X	X	Inclusive Exclusive discount

*Additional services & fees apply

****Exclusive discount - 10% off the final cost of the setup fee & 10% off additional services - tenancy services**

Additional Services

Additional Services - Tenancy services	Exclusive VAT	Inclusive VAT
10% off the final cost exclusive discount applies for platinum management service customers		
Renewals Negotiation and preparation of fixed term occupational / periodic contract	£150.00	£180.00
Addenda to contract Negotiation and preparation of addenda	£50.00	£60.00
Change of sharer Negotiation, processing change of sharer. Amending and update term and preparation of occupational / periodic contract	25% of the months' rent	30% of the months' rent
Additional Referencing Applicant / guarantor per person Referencing per person.	£25.00	£30.00
Serving Notice – Renting Home (Wales) Act 2016 Preparation and serve notice for a rent variation (rent increase)	£50.00 £50.00	£60.00 £60.00

Preparation and serve notice to terminate tenancy (no fault)		
Additional property visit (per visit)	£30.00	£36.00
Deposit handling – End of tenancy / change of sharer		
No dispute	No charge	
Deductions including dispute claims Negotiate and agree deduction	£25.00	£30.00
Arbitration Claims	£50.00	£60.00
Solicitors stamp for arbitration documentation	Charged by invoice	
Rent Review	No Charge. Upon request	

Organise check in Inventory.		
Studio - 1 Bed Example: 1 bedroom, 1 reception room, 1 kitchen, 1 bathroom	£130.00	£156.00
2 Bed Example: 2 bedrooms, 1 reception room, 1 kitchen, 1-2 bathroom(s)	£150.00	£180.00
3 Bed Example: 3 bedrooms, 1-2 reception room(s), 1 kitchen, 1-2 bathroom(s)	£170.00	£204.00

4 Bed Example: 4 bedrooms, 1-2 reception room(s), 1 kitchen, 2-3 bathroom(s)	£190.00	£228.00
Price can vary upwards dependant on size of the property/number of rooms/bedrooms/bathrooms/outdoor areas Additional charge of £30.00 incl VAT per bedroom/room/bathroom/outdoor space Fees are subject to change		

Organise check out inspection		
End of tenancy Studio - 1 Bed Example: 1 bedroom, 1 reception room, 1 kitchen, 1 bathroom	£90.00	£108.00
2 Bed Example: 2 bedrooms, 1 reception room, 1 kitchen, 1-2 bathroom(s)	£100.00	£120.00
3 Bed Example: 3 bedrooms, 1-2 reception room(s), 1 kitchen, 1-2 bathroom(s)	£110.00	£132.00
4 Bed Example: 4 bedrooms, 1-2 reception room(s), 1 kitchen, 2-3 bathroom(s)	£120.00	£144.00
Price can vary upwards dependant on size of the property/number of rooms/bedrooms/bathrooms/outdoor areas Additional charge of £30.00 incl VAT per bedroom/room/bathroom/outdoor space Fees are subject to change		

Report of property condition – Change of sharer		
Studio - 1 Bed Example: 1 bedroom, 1 reception room, 1 kitchen, 1 bathroo	£90.00	£108.00
2 Bed Example: 2 bedrooms, 1 reception room, 1 kitchen, 1-2 bathroom(s)	£100.00	£120.00
3 Bed Example: 3 bedrooms, 1-2 reception room(s), 1 kitchen, 1-2 bathroom(s)	£110.00	£132.00
4 Bed Example: 4 bedrooms, 1-2 reception room(s), 1 kitchen, 2-3 bathroom(s)	£120.00	£144.00
Price can vary upwards dependant on size of the property/number of rooms/bedrooms/bathrooms/outdoor areas. Additional charge of £30.00 incl VAT per bedroom/room/bathroom/outdoor space Fees are subject to change		

Additional Services - Compliance and Property Services

(Charged by invoice)

EPC

Gas Safety

Electrical inspection condition report

Legionnaire's Risk Assessment

PAT Testing

Solicitor stamp

Cleaning services

Carpet/upholstery cleaning

Furnishing packages

Re-decoration

Flooring/carpet

Refurbishments

Key cutting/security replacement

Organising a fob replacement

Organising a permit replacement