

### Let Only Service

SERVICE	Cost = equivalent of one month's rent	
	Cost including VAT	Cost excluding VAT
Marketing Appraisal – an accurate and honest review of your property's rental potential	✓	✓
Advise on works required and legislative requirements	✓	✓
Photography and property description/details	✓	✓
To let board	✓	✓
Marketing carried out online, via print out brochures, and via email to our large database of registered applicants	✓	✓
Arrangement of accompanied viewings	✓	✓
Regular feedback provided to landlords following all viewings	✓	✓
All offers put to the landlord, and negotiations made on behalf of the landlord	✓	✓
Agreement of terms for a tenancy between the landlord and tenant	✓	✓
Credit checks made on all prospective tenants and references obtained from previous landlords and employers	✓	✓
Collection of the deposit and first month's rent	✓	✓
Preparation of an assured shorthold tenancy agreement	✓	✓
Arrangement for the signing of the assured shorthold tenancy agreement; and Section 21 if required	✓	✓
Landlords provided with all arrangements for move in dates and key collections	✓	✓
Statement of account and fees provided to landlord via email	✓	
Deposits will be paid into the Deposit Protection Service unless otherwise instructed by the landlord	✓	✓
Signed tenancy agreement and tenants' contact details provided to the landlord	✓	✓
Landlord's account details and procedure for all future rent payments provided to tenants	✓	✓
Rent review assessment upon expiry of tenancy with prior consultation with landlord	✓	✓

Arrangements for the return of the deposit upon termination of tenancy and on consultation with landlord	✓	✓
Energy performance certificate	<b>£90.00</b>	<b>£75.00</b>
Gas safety certificate	<b>£90.00</b>	<b>£75.00</b>
Photographic inventory report	<b>Additional cost*</b>	<b>Additional cost*</b>
Checkout with photographs and report	<b>Additional cost*</b>	<b>Additional cost*</b>

### Full Management Service

This package is inclusive of all services listed in the Let Only package plus:

Cost = £474 including VAT / £395 excluding VAT		
SERVICE	Cost including VAT	Cost excluding VAT
<b>Management fee taken monthly from gross monthly rent</b>	<b>14.4%</b>	<b>12%</b>
Monthly property income and expenditure report	✓	✓
Collection of monthly rent and transfer to landlords nominated bank account	✓	✓
Chasing of rent arrears	✓	✓
Notifying local authorities of any new tenancy and changes of occupiers	✓	✓
Taking of meter readings upon check in and notifying utility providers	✓	✓
Tenancy administration	✓	✓
Periodic property inspections	✓	✓
Non-resident landlord tax administration, payment, and recording	✓	✓
Arrangement for routine maintenance and repair	✓	✓
Provision for 24 hour emergency repair service	✓	✓
End of year statements for tax and accountancy purposes	✓	✓
Rent review assessments	✓	✓
Preparing and arranging contract renewals with existing tenants	<b>£86.40</b>	<b>£72.00</b>



City centre	Allerton
83 – 8 Dale Street L2 2HT	372 Smithdown road L15 5AN
<a href="mailto:city@marshall-property.co.uk">city@marshall-property.co.uk</a>	<a href="mailto:office@marshall-property.co.uk">office@marshall-property.co.uk</a>
0151 242 0870	0151 733 1879

### **Assured Management Service**

This package is inclusive of all services listed in the Let Only and Management packages **plus**:

Cost = £474 including VAT / £395 excluding VAT		
SERVICE	Cost including VAT	Cost excluding VAT
<b>Fee taken monthly from gross monthly rent</b>	<b>4.8%</b>	<b>4%</b>
Rent guarantee and legal expense cover provided by Let Alliance	✓	✓
Rent paid up until the point of tenant eviction	✓	✓
Legal expenses paid in relation to evicting a tenant after default of rent payments	✓	✓

For more in depth information on our assured management service, please call 0151 242 0870 or send an email with your enquiry to [office@marshall-property.co.uk](mailto:office@marshall-property.co.uk) to speak to one of our directors.

\*Prices for photographic inventories and checkouts vary depending on property size and layout. Quotations available upon request.