



## Kennedys' Letting Services

From 1<sup>st</sup> June 2019, in line with the Tenant Fee ban, all landlords will be required to pay an administration fee of £354 inc. VAT for each new tenancy at their property in addition to the fee agreed for the Letting service you require us to provide. This administration fee covers our time and costs for all administration and correspondence prior to occupation, costs for Tenant Referencing, Right to Rent Checks, Know your Customer Checks, Tenant ID Checks, and any other due diligence required to ensure your tenancy is 100% compliant on the date of occupation.

	Fully Managed  12% Fee	Tenant Find with Rent Collection 8% Fee	Tenant find Only  6% Fee
Provide Landlords with a current market appraisal and impartial advice regarding décor, furnishings, EPC etc.	✓	✓	✓
Advise Landlords of existing legislation with regards to ensuring the property meets current standards	✓	✓	✓
Arrange for the EPC and floorplan to be carried out. The cost of the EPC and floorplan to be paid by the Landlord and is approx. £60.00 inc VAT (for larger properties this may increase slightly). Please note the EPC is valid for 10 years from the date of compilation and the floorplan is only required to be compiled once unless changes are made to the layout of your property .	£60.00	£60.00	£60.00
Arrange for the property to be professionally photographed for marketing purposes. This Service is based on a sole agency, fully managed contract only. Should you require professional photography with our Rent Collection or Tenant Find services we can arrange this for you and the cost will be charged to yourself. Please note that should Kennedys' cover the cost for professional photography, the photographs will be owned by Kennedys' and will not be provide to any third party.	✓	✓	✓
Advertise the property on Kennedys' website, Rightmove, Findaproperty, Zoopla, Prime Locatio and all other relevant portals and display in Kennedys' window in Walton on the Hill.	✓	✓	✓
Contact prospective tenants registered on our database and through web-based enquiries.	✓	✓	✓
Accompany viewing appointments with prospective tenants.	✓	✓	✓
Assess suitability of prospective tenants through references using an independent referencing agency. This will include income and residential (landlord) references, plus credit search. It should be noted that Kennedys' take no liability for any prospective tenant providing false or misleading information in their application.	✓	✓	✓
Prepare the Tenancy Agreement (There will be a cost of £75.00 inc VAT for the Tenancy Agreement)	£75.00	£75.00	£75.00
Organise Landlord's Gas Safety Certificate and annual renewal (this is a legal requirement). The cost of this is approx. £66.00 inc VAT and payable by the Landlord. If the property requires smoke alarms/CO monitors, these can be fitted at the same time, prices may vary according to number of units required and we will be happy to confirm this with you.	£66.00	£66.00	£66.00
Organise Electrical Installation & Condition Reports (EICR). This is a legal requirement. This documents lasts for 10 years and costs will vary depending on the size of the property and payable by the landlord	✓	✓	✓
Arrange for an inventory make and check-in using an independent inventory company. You will be required to cover the cost of this and we can provide you with the amount.	✓	✓	✓
Arrange for the property to be professionally cleaned to include carpets and windows. You will be required to cover the cost of this and we can provide you with a quote.	✓	✓	X
Provide a quote and arrange for	✓	X	X
We will collect the first months' rent in advance, provide the tenant with details of Kennedys' Client Account to make future rental payments. We will deduct our fee and transfer the balance your nominated account. Monthly thereafter, once we have received the rent from your tenant we will transfer it to yourself, minus our fee subject to any maintenance deductions within five working days with a detailed Statement of Account emailed to you each month.	✓	X	X
We will collect the first months' rent in advance, provide the tenant with details of Kennedys' Client Account to make future rental payments. We will deduct our fee and transfer the balance to your nominated account. Monthly thereafter, once we have received the rent from your tenant we will transfer it to yourself, minus our fee within five working days with a detailed Statement of Account emailed to you each month.	X	✓	X



## Kennedys' Letting Services (continued)

	Fully Managed  12% Fee	Tenant Find with Rent Collection 8% Fee	Tenant find Only  6%
We will collect the first months' rent in advance and provide the tenant with the details of your bank account for them to instruct their bank to make future rental payments from the second month onwards. We will deduct our fee in advance for the duration of the Tenancy and transfer the balance to your nominated account. Should the first months' rent not be sufficient to cover our fee we will send you a separate invoice for payment to be made within seven days. Should your tenant renew their Tenancy, we will send you a further invoice at the time for our fee for the next term of their Tenancy.	X	X	✓
Should your Tenant not pay their rent, we will chase this on your behalf and if necessary liaise with both yourself and your tenant with regards to payment terms should the need arise.	✓	✓	X
Should your Tenant not pay their rent, we will chase this on your behalf and if necessary liaise with both yourself and your tenant with regards to payment terms should the need arise.	✓	✓	X
We will hold the Security Deposit (the equivalent of five weeks rent) as Stakeholder under a government approved Deposit Scheme (My Deposits). There will be a charge of £30.00 inc VAT to protect the deposit for new tenancy and each renewal of a fixed term	£30.00	£30.00	£30.00
We will carry out six monthly visits and report back via email with regard to the condition of the property and any maintenance issues or concerns (if any) that may have arisen. For any additional visit other than the 6 monthly this will be at an extra charge of £75.00 inc VAT. For Rent Collection or Tenant find we will carry out property visits on your behalf if you require to do so we can arrange this (at a cost of £75.00 inc VAT per visit)	✓	£75.00	£75.00
We will deal with all property maintenance problems and would suggest a "slush fund" of £250 is held by Kennedys'. We will instruct contractors on your behalf up to a limit of £250 to be deducted from the slush fund, and thereafter by obtaining your instructions/consent. Should any works carried out exceed the amount held on your behalf you will be required to cover the costs of this. If you have any preferred contractors, please provide details of these including contact telephone numbers.	✓	X	X
For out of hours emergencies, we will provide your tenant with contact numbers for us plumber and general maintenance contractor for them to contact direct should the office be closed and for public holidays such as Easter & Christmas. If you have any preferred contractors we can provide your tenant with these details.	✓	X	X
For Fully Managed and Rent Collection services we will liaise between yourself and the tenants at the time of renewal and draw up new Tenancy Agreement for each new term (There will be a cost of £75.00 inc VAT for each renewal Agreement) For our Tenant Find service, if your tenant wishes to renew and you would like us to arrange the Tenancy Agreement on your behalf we can provide this at a cost of £75.00 inc VAT)	£75.00	£75.00	£75.00
Serve the Section 21 Notice on your behalf requiring vacant possession when required. Included In our Full Management Service. For Rent Collection or Tenant Find Service there is a charge of £60.00 inc VAT)	✓	£60.00	£60.00
Arrange for the check-out to be carried out at the termination of the tenancy using our independent inventory clerks. The cost of this check-out will be landlords responsibility and varies dependent on the size of your property. Once completed, a copy of the check-out will be forwarded to both parties. If there are any disputes, these will need to be made in writing at all times and we will assist you wherever possible but must remain completely impartial at all times. Once written consent is received from yourself, we will return the deposit accordingly.	✓	✓	✓

### Independent Redress provided by The Property

#### Ombudsman



[www.tpos.co.uk](http://www.tpos.co.uk)

### Client Money Protection provided by MyDeposits



[www.mydeposits.co.uk](http://www.mydeposits.co.uk)