



Full Management Service

This service is ideal if you do not want any involvement with your tenants. We will make sure all the legal aspects and day to day management of your property are covered.

We will carry out the following on your behalf:

- ✓ Advertise your property on our website - www.redcarletting.co.uk, Rightmove and within our office showroom ensuring you maximum exposure.
- ✓ Accompany all viewings.
- ✓ Arrange for all Applicants to go through a rigorous application process.
- ✓ Arrange for each eligible applicant to be fully referenced. Reference checks include; **credit checks, employment and landlord references.**
- ✓ Arrange a Gas Safety Certificate and Legionnaires Risk Assessment prior to the let.
- ✓ Check/install working smoke detectors on each level of the property.
- ✓ Check/install a carbon monoxide detector where required.
- ✓ Collect a full month's rent and deposit. The deposit will be registered with the Tenancy Deposit Scheme.
- ✓ Draw up an Assured Shorthold Tenancy Agreement for an initial fixed term of 6 months.
- ✓ Conduct the check in of the tenants.
- ✓ Notify Utilities, Council Tax and Northumbrian Water of the tenancy.
- ✓ Collect the rent on a monthly basis and issue you with a monthly statement.
- ✓ Arrange any general maintenance, as required, authorised by you. Any bills will be deducted from the rent and the statement will reflect this.
- ✓ Renew the tenancy every 6 months subject to the Tenants agreement.
- ✓ Arrange an inspection of the property 3 months into the tenancy and approximately every 6 months thereafter.

17/19 Cleveland Street | Redcar | TS10 1AR

☎ 01642 483 430

✉ info@redcarletting.co.uk

🌐 www.redcarletting.co.uk

Companies House Reg. Number 5769546 VAT Reg. Number 212 5738 26

- ✓ Issue a Form 6A Notice Requiring Possession if required. This form should be used where a no fault possession of accommodation let under an assured shorthold tenancy is sought under section 21(1) or (4) of the Housing Act 1988.
- ✓ Conduct the check-out at the end of the tenancy and deal with any deductions from the tenants deposit. If a dispute arises all necessary casework will be submitted to the Tenancy Deposit Scheme.

FEES (Inclusive of VAT unless otherwise indicated)

Letting fee (payable for each new let and subsequent lets)	£250.00
Monthly commission	10%+VAT
Registering the tenants deposit (annual subscription)	£42.00
Renewal Tenancy Agreement (renewed 6 monthly)	£60.00

Additional services if required:

Inventory & photographs	£ 60.00
Annual CP12 (Gas Safety Certificate)-legal requirement	£ 80.00
Energy Performance Certificate (valid for 10 years)	£ 70.00
Legionnaires Risk Assessment-legal requirement	£ 40.00
Smoke detector testing and installation-legal requirement	£ 48.00
Carbon monoxide detector installation-legal requirement	£ 48.00
Withdrawal fee under 12 weeks of advertising	£ 40.00

All prices are inclusive of VAT unless otherwise stated