

18A Winchester Street, Salisbury, Wiltshire, SP1 1HG 01722 330133 [www.ldproperty.co.uk](http://www.ldproperty.co.uk)

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|  | Fully Managed | Tenant find and rent collection | Tenant find |
| Set up including photos  | \* | \* | \* |
| Advertising through website, portals, window, salisbury journal | \* | \* | \* |
| Accompanied viewings | \* | \* | \* |
| Credit referencing on tenants over 18  | \* | \* | \* |
| Right to rent checks  | \* | \* | \* |
| Drafting of tenancy agreement  | \* | \* | \* |
| Inventory with photos- completed in house  | \* | \* | \* |
| E-mail landlords copy of inventory on 8th day  | \* | \* | \* |
| Collect and register deposit with Tenancy Deposit Scheme | \* | \* | \* |
| Arranging pre-tenancy gas check, EPC | \* | \* | \* |
| Electrical checks and cleaning if required  | \* | \* | \* |
| Informing utility companies of change of tenancy  | \* | \* | \* |
| Ensuring tenants are given all the correct legal documentation  | \* | \* | \* |
| Collection of first months rent  | \* | \* | \* |
| Set up standing orders  | \* | \* | \* |
| Provide Landlord with tenants contact details  | \* | \* | \* |
| Provide Landlord with move in pack  | \* | \* |  |
| Monthly rent collection  | \* | \* |
| Chase rent arrears  | \* | \* |
| Monthly statements by email | \* | \* |
| **Payment of rent on 16th of each month\*\*** | \* | \* |
| Annual statements and invoices mailed out in April  | \* | \* |
| Arrange contractors  | \* |  |
| Quarterly inspections  | \* |
| Inspection reports e-mailed  | \* |
| Provide tenants with out of hours emergency numbers  | \* |
| Rental increases when required  | \* |
| Service of section notice  | \* |
| Inventory checkout and report  | \* |
| Negotiation deposit return to tenants  | \* |

**\*\* Payments made on nearest date to 16th depending on weekends and bank holidays**

Rent warranty for non-payment of rent up to £2500.00 £260.00 per calendar month

Legal expenses cover to a maximum of £100,000.00

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| **Fully managed** including VAT |

 Set up fee £370.00 £444.00

 Monthly Fee Salisbury 12% 14.4%

 Monthly fee other areas 13% 15.5%

 Mid-term set up fee (applicable on current tenancy where another tenant is to be added) £200.00

 Credit checks per person (applicable on current tenancy if a tenant requesting another to be added) £25.00

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| Tenant find and rent collection  |

 Set up fee £600

 Credit checks per person £25

 Monthly fee 9% 10.8%

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| Tenant find only |

 Set up fee equivalent to one months rent (properties with rent less than £600.00 there is a minimum charge of £600.00)

 Credit checks per person £25.00

 Deposit registration £40.00

 Section notice/letters £60.00

 Checkout fee £120.00

 **Other fees**

 Preparation of paperwork and court attendance Per Hour £30.00

 End of tenancy deposit dispute lodging and paperwork £150.00

 **Advertising fee with dual agency** per week £30.00

 (Only charged if other agents let property or you withdraw from our agreement prior to letting the property)

LD PROPERTY IS A **SAFEAGENT LICENCED MEMBER** [WWW.SAFEAGENT.CO.UK](http://WWW.SAFEAGENT.CO.UK)

CLIENT MONEY PROTECTION SCHEME (CMP) PROVIDED: **SAFETAGENT**

INDEPENDENT REDRESS PROVIDER: **TPOs THE PROPERTY OMBUDSMAN**

WE ARE THE ONL SALISBURY LETTING AGENT ACCREDITED BY **TRADING STANDARDS**