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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**