

Emma's

Lettings & Management Fees

Our **Let Only** fee is **10.50% inc. VAT (8.75 + VAT)**, which is taken as a one-off payment, based on your annual rent. This is calculated and deducted before we pay your first month's rent.

Our **Management** fee is **17.40% inc. VAT (14.50 + VAT)**, which is taken as a monthly deduction by our office, prior to paying you your rent.

Service Provided	Let Only	Management
Inform you of all current legislative requirements affecting your property	✓	✓
Assist you with organising for appointments to be carried out in order to obtain any necessary certificates		✓
Procuring marketing materials which includes professional photographs, 360 virtual tour and a floor plan	✓	✓
Marketing property on major property portals and our website	✓	✓
Screening of applicants to ensure their suitability	✓	✓
Showing your property to suitable applicants	✓	✓
Comprehensive tenant referencing	✓	✓
Provision of ARLA approved tenancy agreement and other relevant documentation	✓	✓
Lodge security deposit with The Deposit Protection Service on your behalf	✓	✓
Arrange an independent inventory	Outsourced at cost	Outsourced at cost
Moving your new tenants in	✓	✓
Rent collection		✓
Ongoing management of tenant relationship		✓
Organisation of repairs at the property		✓
Bi-annual management inspections with reports		✓
Advising on and negotiating tenancy renewals	£144.00 (inc.VAT)	✓
Organise check out report	Outsourced at cost	Outsourced at cost
Review check-out report, advising on deposit deductions	✓	✓
Handle any deposit disputes that might arise from proposed deposit deductions		✓
Regular updates on relevant industry and legislative changes	✓	✓