

## Our Services Explained.

	Tenant Find Service Only	Fully Managed Service
	<b>£595.00</b> Flat Fee	12% of rent + <b>ESAP £387.00</b> 35% Discounted Tenant Find Service
Property Appraisal	✓	✓
Property Advertising	✓	✓
Property Enquiry Management & Bookings	✓	✓
Accompanied Viewings	✓	✓
Tenant Checks & Screening	✓	✓
Right-to-rent, previous landlord references, employer & affordability checks, credit check	✓	✓
Tenancy Agreement Generation	✓	✓
Collection of Damage Deposit	✓	✓
Collection of First Months Rent	✓	✓
Tenant Check-In	✓	✓
Protection of Damage Deposit (Legal requirement)		✓
Notification of New Tenancy to Utility Companies		✓
Collection of Monthly Rent		✓
Rent Arrears Management		✓
Annual Compliance Certificate Management		✓
Monthly & Annual Income Statements		✓
Regular Property Inspections		✓
Day-to-Day Tenant Management / Contact Point		✓
Mobile Apps for Smarter Portfolio Management		✓
Handling any maintenance Issues that arise*		✓
Paying Contractor Invoices		✓
Tenant Check-out		✓

\*surcharge of 10% on any 3rd party supplier / contractor works arranged by Greendoor Lettings



## Additional Costs & Rate Schedule

Item	£££
Gas Safety Certificate	£90.00
EICR	£144.00
EPC	£TBC <small>Costs are dependant on property</small>
Property Condition Report & Inventory (1-2 bed)	£105.00
Property Condition Report & Inventory (3-4 bed)	£135.00
Property Condition Report & Inventory (5+ bed)	£165.00
Tenancy Renewal Fee (Fully managed clients, tenants in-situ)	£110.00
Key Cutting	£10.00 per key
Smoke Alarm & Installation	£35.00
Other call-out fees as & when required	£50.00 <small>for 1st hour</small> £30.00 <small>Per hour thereafter</small>
Cleaning Fee's	On request
Maintenance/contractor invoice surcharge	10% of invoice value