

Balfours services available to you:

	<b>Unmanaged Service</b>	<b>Managed Service</b>
Energy Performance Certificate	Dependent on size of property	Dependent on size of property
To Let Board	Included	Included
6 Adverts in the relevant local newspapers	Included	Included
Balfours Website Advertising	Included	Included
Rightmove & Onthemarket Advertising	Included	Included
Accompanied Viewings if Required	Included	Included
Feedback on Viewings if Required	Included	Included
Pre Tenancy Negotiations	Included	Included
Comprehensive Reference & Credit Search	Included	Included
Inventory - carried out by impartial third party	£90.00 per hour	£90.00 per hour
Check in & Meter readings taken	£90.00	Included
Notify Utility Providers of tenancy details	£60.00	Included
Tenancy Agreement	Included	Included
Deposit Protection & Prescribed Information	£36.00 set up & £4.00 annual cost	Included
Rent Collection from the tenant & bank transfer	N/A	Included
Monthly income/expenditure statement	N/A	Included
Arranging maintenance works with approved contractors	N/A	Included
Payment of contractor invoices from rent	N/A	Included
Arranging for annual gas safety certificates with Gas Safe Engineers	N/A	Included
Property Inspections	£90.00 + mileage at 55p per mile	Included
Annual Rent Review	£90.00	Included
Renewal Tenancy Agreement (if required)	£150.00	£150.00
Ongoing Management of the property & tenancy	N/A	Included
Annual Statement of Account	N/A	Included
Service of Notice	£120.00	Included
Carrying out check out inspection	£90.00 + mileage charged at 55p per mile	Included
Negotiating Deposit Return	£90.00 per hour	Included
Compiling Evidence For Deposit Dispute (if necessary)	£90.00 per hour	Included
Withdrawal Fees before the property is let	To cover out of pocket expenses	To cover out of pocket expenses
Withdrawal Fees after the property is let (on a managed basis)	N/A	Management fees are payable until the end of the fixed term
Letting Fee	120% of 1 month's rent	120% of 1 month's rent, plus 15% for UK Residents or 18% for non-UK Residents

\* All charges are inclusive of VAT & may be subject to change.

Client money protection provided by ARLA and RICS  
Independent redress provided by The Property Ombudsman