

Balfours services available to Landlords:

	<u>Unmanaged Service</u>	<u>Managed Service</u>
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 with approved contractors	N/A	Included
Payment of contractor invoices from rent	N/A	Included
Arranging 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
Tenancy Agreement Only	£360.00	N/A
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 Fee before the property is let	£100.00 plus out of pocket expenses	£100.00 plus 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	100% of 1 month's rent plus VAT	100% of 1 month's rent plus VAT together with 12.5% plus VAT for UK Residents or 15% plus VAT for Non-Residents & Welsh Landlords

*All charges are inclusive of VAT (unless mentioned separately) & may be subject to change.

*Balfours reserve the right to negotiate individual fee arrangements with individual clients where we manage multiple property portfolios

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