

Rent Collection	
Rent collection fees 9.6% inc Vat of each months rent with a set cost of £480 inc VAT for each new tenancy, (£150 payable at the start of each new tenancy followed by 10 months of £33 per month)	
Standard Services	
Pre-Tenancy	Cost
Professional Photography & Detailed Floorplan **	Included
Full online marketing - your property will be listed on & sent out to Rightmove, On The Market, social media channels inc facebook & instagram & our existing database of suitable clients	Included
Minimum of 1 Featured Property listing on Rightmove during Marketing Cycle - RRP £500	£150.00
Online Appointment scheduling 24 Hours a day, 7 days a week	Included
Accompanied viewings 6 days a week inc Virtual Viewings	Included
Lettings Negotiation & Progression - including but not limited to Agreeing terms, comprehensive tenant & guarantor referencing, ID checks, electronic signing & documentation	Included
Custodial Deposit Protection - inc serving paperwork to tenants	Included
Arrangement of Required Safety Inspections Gas & Electric <i>Cost of Periodic Inspection is payable seperately</i>	Included
Arrangement of Annual Gas Safety Check & Boiler Service - <i>Cost of Check & Service is payable seperately</i>	Included
Arrangement of Annual Portable appliance testing - <i>Cost of PAT is payable seperately</i>	Included
Checking smoke & carbon monoxide detectors compliance - <i>if units are required to meet compliance we arrange these with a competent contractor</i>	Included
Checking of furniture for compliance with Fire & Furnishing regulations	Included
Arrangement of Inventory services - Cost of inventory is payable seperately <i>see Inventory Price List</i>	Included
Arrangement of Cleaning Services - Cost of Cleaning is payable seperately <i>price dependant of level of works required</i>	Included
Financial	
Rent Collection	Included
Account Management	Included
Black & White Landlord Rent Protection & Legal expenses cover - optional (cost is per annum)	Price dependent on rent level, ask for full details
Property Management	
Secure, electronic key holding & management (cost per annum)	£120.00
Online document access 24/7	Included
Personal check in service by Property Manager****	up to £60.00
Renewal Negotiation & New Tenancy Agreement	£120.00
Property Visits or Visits during vacant periods, <i>cost per visit - optional</i>	£60.00
End of tenancy deposit processing <i>if Black & White registered the deposit at the start of the tenancy</i>	Included
Deposit Dispute Claim Handling	£250.00
Service of Form 6A or Form 3 (section 21 or section 8 notice requiring possession)	£180.00
Service of Sec 13 notice (rent increase during a periodic tenancy)	£60.00
Exceptional Fees	
Express Letting - Less than 5 working days between tenancies or from point of reservation of a vacant property	£250.00
Reviewing own or solicitor supplied tenancy agreement	£60.00
Assistance to obtain required permissions to sublet from superior Landlord or Freeholder	£60.00
Provision of additional information or duplicate information to complete your tax return	£60.00
Printing & Postage of Hard Copy Tenancy Documentation	£30.00
Any other services that fall outside our standard management services	£60.00 per hour
Waiting at the property	£60.00 per hour
Overseas Tax - quarterly payment & administartion to HMRC on your behalf - if not register as a non resident Landlord - <i>cost per quarter</i>	£45.00
Overseas Tax - Administartion of Annual Return to HMRC for all overseas Landlords - <i>cost per annum</i>	£72.00
If you have a portfolio of properties we offer a sliding scale of fees, as set out below, rates applicable to all properties within your portfolio provided they are under the same level of service.	
Number Of Properties	
3-5	8.4%
6+	7.2%
** If we are not the sole agents these will be charged as a seperate upfront cost and refunded if we are successful in letting the property	
**** Check in services available to all clients are - Key collection by tenants from our office in Emmer Green during working hours Free of Charge, Meet & Greet Service, one of our team will meet your tenants at the property hand over keys, take meter readings, test safety alarms and record these functions on a check in report £30.00. Full Check in is the meet and greet plus prior to the tenants arrival we will turn on all switches necessary to make sure everything is functioning, test appliances, heating, lights and provide your tenants with demonstrations of anything they would like to be shown so they can move in and know everything is ready to use £60.00	