

Full Management	
Full Management Fees 14.4% inc Vat of each months rent with a set up 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 marketing material - Photography & Detailed Floorplan* We can also produce Virtual Tours, Drone Images & Other enhanced marketing	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 Poperty 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 can also arrange for these to be fitted at additional cost</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
Utility Transfer Management - Start of Tenancy	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	Included
Utility Transfer Management - End of Tenancy	Included
Online document access 24/7	Included
ARLA qualified, dedicated Property Manager available 6 days a week***	Included
Personal check in service with your tenants at the commencement of a tenancy	Included
Renewal Negotiation	Included
Repairs & Maintenance Management	Included
Tailored property visit schedule - 3 visit in year 1 of any tenancy & 2 every year thereafter	Included
Additional Requests Property Visits or Visits during vacant periods, <i>cost per visit</i>	£60.00
End of Tenancy management	Included
End of tenancy deposit deduction negotiation	Included
End of tenancy deposit processing <i>if Black & White registered the deposit at the start of the tenancy</i>	Included
Deposit Dispute Claim Handling	£150.00
Service of Form 6A or Form 3 (section 21 or section 8 notice requiring possession)	£120.00
Service of Sec 13 notice (rent increase during a periodic tenancy)	Included
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
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
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	12%
6+	10.8%
* 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	
** Please ask for full terms and conditions of our nil excess rent protection & legal expenses cover before deciding if you wish to add this service to your full management package with us.	
*** Your property manager will be contactable by email 6 days a week & by phone 5 days week	