

# Hawkins Patterson &

Below is a summary of our key Residential Lettings & Management Services: -

Summary of Services	Premium Management	Full Management	Rent Collection	Let Only
Online and personal marketing	✓	✓	✓	✓
Accompanied viewings and negotiation of tenancy	✓	✓	✓	✓
Comprehensive tenant referencing	✓	✓	✓	✓
Pre-tenancy compliance checks including Right to Rent	✓	✓	✓	✓
Transfer of utilities	✓	✓	✓	
Production of tenancy agreements	✓	✓	✓	✓
Deposit Protection	✓	✓	£45 inc VAT	£45 inc VAT
Collection of rent and monthly statement of account	✓	✓	✓	
Arrears management	✓	✓	✓	
Serving of Section 21 possession notices	✓	£120 inc VAT	£120 inc VAT	£120 inc VAT
Inventory & Schedule of condition	FREE	FREE	£90 inc VAT	£90-£125 inc VAT

<b>Check out Report</b>	✓	✓	✓	
<b>Arrangement of repairs and maintenance</b>	✓	✓		
<b>Payment of contractor invoices</b>	✓	✓		
<b>Negotiation of deposit claims at the end of tenancy (TDS)</b>	✓	£150 inc vat	<b>£150 inc vat</b>	
<b>Landlord Rent &amp; Repossession Protection (Restrictions apply)</b>	<b>FREE</b>	<b>£238</b>		
<b>Mid-term property visits including a detailed report containing pictures (annual frequency)</b>	<b>Twice</b>	<b>Twice</b>	<b>Once</b>	<b>£100+VAT</b>

### Our Fees

		- ✓
<b>1. Premium Management</b>		
a) Monthly management fee	16% inc VAT	
b) New tenancy set up fee	£695.00 inc VAT	
<b>2. Full Management</b>		
a) Monthly management fee	12% inc VAT	
b) New tenancy set up fee	£695.00 inc. VAT	
<b>3. Rent Collection</b>		
a) Monthly rent collection fee	8% inc VAT	
b) New tenancy set up fee	£695 inc VAT	
<b>4. Let Only</b>		
a) 70% of monthly rent	+ vat	
b) New tenancy set up fee	£695.00 inc VAT	

### **Additional Services**

		- ✓
1. Tenancy renewal & rent review	£100.00 + VAT (£120.00 Inc. VAT)	
2. Inventory & schedule of condition	£90.00 to £125.00 + VAT (£108.00 to £150.00 Inc. VAT)	
3. Check out report	£90.00 to £130.00 inc VAT	
4. Gas Safety Certificate	£99.00 inc VAT	
5. Energy Performance Certificate	£120 inc VAT	
6. Legionella Risk Assessment	£75 inc VAT	
7. Electrical safety certificate	Subject to quotation	
8. Registration of tenants' deposit	£45 inc VAT	
9. Additional property visits	£100.00 inc VAT	
10. Waiting at properties & meeting contractors (per hour)	£60.00 inc VAT	
11. Attending legal proceedings (per hour)	£60.00 inc VAT	
12. Serving Section 21 notices	£120,00inc VAT	
13. Preparation of deposit disputes with the TDS	£150 inc VAT	
14. Management of major repairs or refurbishments	Subject to quotation	
15. Cutting additional keys	At cost	
16. Vacant property visits	£50.00 inc VAT	

Please note the above prices for “Additional Services” may be subject to variation during the term of any tenancy to reflect any increase in charges raised by third party suppliers. We will always do our best to mitigate the level of any increases on your behalf.

