

**CARR & JONES**

*Property Experts*

**Landlord Services**

<b>Service Feature</b>	<b>Fully Managed</b>	<b>Tenant Find Only</b>
Marketing on major property portals*	✓	✓
Accompanied viewings	✓	✓
Comprehensive tenant referencing (2 references)	✓	✓
Right to Rent checks	✓	✓
Full inventory and check-in process	✓	✓
Deposit registration and management	✓	✓
Ensuring landlord compliance with statutory obligations	✓	✓
Preparation and signing of tenancy agreement	✓	✓
Collection of first month's rent and deposit	✓	✓
Handover of keys and tenant documentation	✓	✓
Collection and remittance of monthly rent	✓	
Monthly rent statements and financial reporting	✓	
Pursuing non-payment of rent and arrears advice	✓	
Serving statutory notices (e.g., Section 21, Section 8)	✓	
Advising utility providers and local authorities of tenancy changes	✓	
Routine property inspections (2 per year)	✓	
Arranging routine and emergency repairs	✓	
Holding keys throughout tenancy	✓	
Tenancy renewals and rent reviews	✓	
End-of-tenancy check-out and deposit reconciliation	✓	
Ongoing compliance monitoring (gas, EPC, EICR reminders)	✓	

## Fees

<b>Service</b>	<b>Fee Structure</b>
<b>Tenant Find-Only</b>	50% of one month's rent (No VAT)
<b>Fully Managed</b>	10% of monthly rent received (No VAT)

# Ad Hoc Charges (Applicable to Both Services)

Additional Service	Fee
Enhanced Advertising (Rightmove)	£100
Tenancy Agreement Creation	£150
Additional Property Reports	£45-£100
Additional References	£50
Court Attendance	£150 per hour
Energy Performance Certificate (EPC)	£90
Gas Safety Certificate	Price provided as quote
Electrical Installation Condition Report (EICR)	Price provided as quote

---

## Summary

**Tenant Find-Only** – Best suited for landlords who wish to manage the tenancy themselves after tenants are secured. Focuses on marketing, tenant sourcing, and compliance setup.

**Fully Managed** – Ideal for landlords seeking a complete, hands-off service. Covers rent collection, maintenance, inspections, compliance, and tenant management from start to finish.