

Landlord Services

Service Feature	Fully Managed	Rent Collection	Tenant Find Only
Providing advice on the current market rental value.	✓	✓	✓
Marketing and advertising the Property through all online portals.	✓	✓	✓
Arranging and conducting viewings with prospective Tenants.	✓	✓	✓
Negotiating the terms of the tenancy.	✓	✓	✓
Obtaining comprehensive references for prospective Tenants.	✓	✓	✓
Carrying out Right to Rent checks.	✓	✓	✓
Preparing all tenancy documentation.	✓	✓	✓
Collecting first months rent and tenancy deposit from the Tenant.	✓	✓	✓
Registering the deposit with DPS.	✓	✓	✓
Providing all legally required documents at the start of the tenancy.	✓	✓	✓
Onboarding Landlord to Owners portal.	✓	✓	
Onboarding tenant to Tenants Portal.	✓	✓	
Collection of the monthly rent from the tenant	✓	✓	
Processing rent payments to the Landlord (less any agreed fees or deductions).	✓	✓	

Providing regular landlord statements.	✓	✓
Monitoring rent payments.	✓	✓
Contact the Tenant in the event of late or missed rent payments.	✓	✓
Chasing rent arrears and notifying the Landlord of any ongoing issues.	✓	✓
Maintaining rent payment records for the duration of the tenancy.	✓	✓
Acting as the main point of contact for the Tenant during the tenancy.	✓	
Arranging the coordinating of maintenance and repairs where required.	✓	
Instructing approved contractors to carry out necessary works on behalf of the Landlord.	✓	
Conducting periodic inspections and reporting findings with plan of action where needed.	✓	
Managing tenant enquiries and issues relating to the property throughout tenancy.	✓	
Monitoring tenancy compliance and ensuring landlords risk is minimised and tenant adheres to terms of the lease.	✓	
Arranging of safety certificated and statutory compliance requirements where instructed.	✓	
Managing renewals/continuation of tenancies.	✓	
Serving statutory noticed where necessary.	✓	
Coordinating end of tenancy processes such as check out and deposit negotiations/returns where applicable.	✓	

Fees

Service	Fee Structure
Tenant Find-Only (TFO)	50% of one month's rent +VAT
Rent Collect	6% of monthly rent +VAT
Fully Managed	10% of monthly rent +VAT

Ad Hoc Charges (Applicable to Both Services)

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

Summary

Tenant Find-Only (TFO) – For landlords who wish to manage the tenancy themselves after tenants are secured. Focuses on marketing, tenant sourcing, and compliance setup.

Rent Collection – For landlords seeking a monitoring and reporting service. As part of this service, we monitor rent account, along with compliance renewals and report maintenance. However, we would not complete these on your behalf.

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