

TENANT FINDING SERVICES

Our tenant introduction services are aimed at the experienced Landlord who is licensed with the licensing authority “Rent Smart Wales” with a good knowledge of letting legislation relating to rental property, and has the time to deal with legal notices, legislation and legal matters, and with tenants directly over maintenance issues.

Let Only-Tenant Introduction.

In providing this service to you, we will (Terms and Conditions apply)

1. Carry out a free current market appraisal of your rental property at the initial point of instruction.
2. Erect a 'TO LET' board outside the rental property (subject to availability)
3. Add your property details to our colour company brochure.
4. Display your property details with several photographs in our computer net worked offices
5. Include your property details with on 'thementalcompany.co.uk' and other leading property websites;
6. Text and email your property details to waiting tenant(s) as soon as we receive your signed contract
7. Arrange viewings between you and the prospective tenant(s) to view your property using the latest bespoke IT software.
8. Give you any feedback we received from the prospective tenant after they have viewed your property.
9. We will check all prospective tenant(s) I.D of 18 years or over
10. Collect a holding deposit from the prospective tenant(s).
11. Carry out a credit check on all prospective tenant(s).
12. Carry out a Landlord's reference on each prospective tenant where necessary.
13. Carry out an Employer's reference or Accountant's reference of each prospective tenant where necessary.
14. Collect the first month's rent and the dilapidations deposit on your behalf and make payment to you.
15. Preparing the Tenancy Agreement necessary for the Landlord to gain protection of the relevant Rent and Housing Acts.
16. Optional additional referencing of a guarantor (additional cost).
17. Use Our best efforts to arrange for a standing order mandate for the payment of rent each month to you.
17. Arrange a check in day and time between you and your tenant.
18. If requested, we will arrange for an Inventory at a cost to you

Let Only Plus Tenant Introduction.

In providing this service to you, in addition to the 'Let Only' above we will; (Terms and Conditions apply)

19. Arrange accompanied viewings for your property using the latest I.T. software.(please note accompanied viewings means a member of the management team or lettings manager will meet the prospective tenant(s) at the property, we do not give keys to prospective tenant(s) to view the property unaccompanied, unlike some other agents)

Rent collection Service

In providing this service to you, in addition to the 'Let Only' 'Let Only Plus' services above we will; (Terms and Conditions apply)

20. Set up a standing order mandate for the payment of rent each month.
21. Advise on, demand and account to you for the rent for the duration of the tenancy, and pay the appropriate net amount into your nominated bank account once it has cleared our account.
22. Chase overdue rent payments in writing, email and telephone calls to the tenant(s).
23. Email you a monthly rent account statement.

- Fees are correct at time of printing but can be changed at any time without notice
- Please confirm opening hours with individual offices as times and days may vary

PROPERTY MANAGEMENT SERVICE

Our Property management service is designed for unlicensed and licensed Landlords and property owners of properties registered with "Rent Smart Wales" wishing to let out their Property and have their property managed by a licensed agent.

In providing this service, in addition to the 'Let Only' 'Let Only Plus and the Rent Collection service we will: (Terms and Conditions apply)

25. We will market your property on The Home Rental Company site as a feature and /or top result property.
26. Collect the first month's rent and the dilapidations deposit on your behalf
27. Hold the deposit under the terms of the Tenancy Deposit Scheme as agents.
28. Notify the relevant local authority of the change of occupancy.
29. Arranging with service companies (principally electricity gas & water, not telephone or internet services) for meter readings and advising them of the transfer of service contracts to the Tenant at the beginning of each Tenancy, so you are compliant of the (Non-owners Occupiers) Regulations 2014 with Welsh Water.
- 30 Organise for a Landlord's Gas Safety Certificate when the property is tenanted.
31. The tenant will be 'checked in' to the property by a check in clerk with keys, on commencement of the tenancy.
32. Visit the property periodically.
33. At your cost, carry out any repairs, servicing or maintenance of the property. If you instruct us to do so, and provide us necessary funds, we will settle your outgoings and expenses in relation to the property.
34. Act on your instructions to renew or vary the terms of any tenancy, or to grant a new tenancy, and in your absence, and where you have authorised us to do so, to act as your attorney, to negotiate the terms of and sign an appropriate Tenancy Agreement.
35. Prepare a yearly tax report for your records if requested.
36. Arrange for an inspection of a check out of the property at the end of the tenancy (at a fixed cost to the tenant)

Fees; [VAT at the current rate of 20% will need to be added to these fees where VAT is payable]

One off payment for the following services;

LET ONLY Service **£265.00** plus VAT / £318.00 including VAT or,
LET ONLY PLUS Service **£375.00** plus VAT / £450.00 including VAT or,
RENT COLLECTION SERVICE; (includes 'LET ONLY' and 'LET ONLY PLUS services)
7.5% per month of the Rent plus VAT, **LET ONLY PLUS** fee **£195.00** plus VAT (**Discounted** from **£375.00** plus VAT) / **£234.00** including VAT (Discounted from £450.00 including VAT) or,

MANAGED SERVICE INCLUDES (includes 'LET ONLY', 'LET ONLY PLUS' and 'RENT COLLECTION services')

10.00% of one month's rent plus VAT, plus a **LET ONLY PLUS** fee **£195.00** plus VAT/**£234.00** including VAT. (**Discounted** from **£375.00** plus VAT/**£450.00** including VAT).

1; If at any time during such occupancy by Tenants, You wish to transfer the RENT COLLECTION or MANAGEMENT OF YOUR PROPERTY to You or any other party, this shall be on the basis of a fee being payable to the agent equivalent to six months of the property management service fees. You will need to give the Agent two months written notice.

2; The minimum monthly fee payable is **£35.00** plus VAT / **£42.00** including VAT. In all instances fees remain payable for the entire duration of the Tenant's occupation, even if the Tenant fails to pay the contacted Rent, this fee applies to the RENT COLLECTION AND PROPERTY MANAGEMENT SERVICE.

The following services are included in our Property Management Service

Serving the appropriate letters requesting payment of late Rent from Your Tenant	included
Deposit Protection on Your behalf	included
Monthly Rent account statements emailed	included
Rent payments will be made to You made by BACS	included
Periodic condition check visits	included
Periodic condition check reports	included
Extend the tenancy as a Periodic Tenancy	included
Key holding service	included
Inform the local authority of the change of occupation	included
Out of hours tenants emergency telephone service	included
Landlords and tenants accounts 'Property File' platform	included
Each time a Contractor on our panel is instructed to go ahead with Works, We will levy an administration fee of £10.00 plus VAT / £12.00 including VAT, or a particular contractor requested by You is instructed to go ahead with Works, We will levy an administration fee of £15.00 plus VAT / £18.00 including VAT, up to £150.00 plus VAT/ £180.00 including VAT.	
Each time a Contractor on our panel is instructed to go ahead with Works in excess of £ 150.00 excluding VAT, an administration fee of 10% of the total cost of any work, but subject to a minimum fee of £ 20.00 excluding VAT is charged for arranging the work. The Administration fee does not include any visits to a Property.	
Check-in fee: we will arrange to meet with the Tenants at Your Property and 'check in' the Tenants. Take meter readings of services and inform the service companies of meter readings and change of occupation including the County Council and Check any battery alarms. 10.00% of one month's rent plus VAT.	
The minimum monthly fee payable is £35.00 plus VAT / £42.00 including VAT. In all instances fees remain payable for the entire duration of the Tenant's occupation, even if the Tenant fails to pay the contacted Rent.	
We ask that Landlords have their post redirected with Royal Mail prior to vacating the Property. If it is not carried out and the Tenants forward the post to our offices, and We in turn have to forward the post to You, We will deduct an administration fee of £1.20 including VAT / £1.00 plus VAT for UK addresses and £2.40 including VAT / £2.00 plus VAT for overseas addresses per letter from Rent received.	