



## Services Specification & Additional Services Fees

Tel. 01904 652777  
info@andertonmcclements.co.uk

[www.andertonmcclements.co.uk](http://www.andertonmcclements.co.uk)

Service Information	Fully Managed	Let Only	Let Only with Rent Collection	Fees for Additional Services
Commission rate	12% of Rent	N/A	5% of Rent	
One off payment/set-up fee	£375	£495	£375	
Advertising the Premises on suitable online property portal and our website	✓	✓	✓	
Obtain references from Applicants	✓	✓	✓	
Provide an indication of current market rent achievable	✓	✓	✓	
Assist with the negotiation of offers in relation to the Premises between the Landlord and the Applicant	✓	✓	✓	
Erection of to let board on the Premises	✓	✓	✓	
Accompanied viewings of the Premises	✓	✓	✓	
Compliance certificates arranged	✓	✓	✓	Cost payable by Landlord
Provision of a standard form Occupation Agreement and insertion of basic agreed terms into the Occupation Agreement	✓	✓	✓	
Tenant Right to Rent checks including checking the Applicant's ID documents and compliance with VISA requirements (if applicable)	✓	✓	✓	
Applicant Reference Fee				£25 per Applicant
Professional Photographs	✓			£75
Organising preparation of Inventory and Schedule of Condition	✓			From £150 (Price based on size of property)
Deposit Registration, liaising with the Landlord and Tenant regarding repayment and returning the Deposit	✓			£36

Rent Collection	✓		✓	
Up to two visits of the Premises per year	✓			£60 per Premises visit
Arrange the preparation of a check-out report on the condition of the fixtures and fittings in the Premises	✓			From £100 dependant on size of Premises
Preparation of documentation for County Court proceedings or TDS adjudication	✓			£195 plus reasonable costs and expenses, and attendance at court or any tribunal on the Landlord's behalf charged at £30 per hour.
Arrange the repair and maintenance of the Premises as required	✓			An administration fee of £25 applies each time a contractor is instructed where this service is not included in the Services or during a void period.
Supervise the partial or total refurbishment of the Premises				To be agreed with the Landlord
Liaising with the Landlord to determine if the Occupancy Agreement is to be renewed.	✓			
Arranging tenancy renewal including liaising with Landlord to determine renewal terms and organising the preparation of tenancy renewal document.				<b>£125</b>
Re-marketing the Premises	<b>£275</b>	<b>£495</b>	<b>£375</b>	
Organisation of EPC				<b>£99</b>
Organisation of Landlord Gas Safety Certificate/Boiler check				<b>£60/£102</b>
Electrical safety certificate/PAT testing				<b>From £250</b>