

## Residential Property Management .Homes.

Fee	Info	Amount (£)
Complete	Full service management package including: <ul style="list-style-type: none"> <li>•Property marketing</li> <li>•Rental valuation</li> <li>•Certification management</li> <li>•Tenant Find</li> <li>•Rent collection</li> <li>•Tenant communications</li> <li>•Monthly statement</li> <li>•Maintenance support and management</li> </ul>	12% + VAT
Filler	Tenant find service <ul style="list-style-type: none"> <li>•Property marketing</li> <li>•Rental valuation</li> <li>•Enquiry management</li> <li>•Accompanied viewings</li> <li>•Booking form</li> </ul>	50% Of 1st months rent

Homes Price List (all prices are subject to +VAT)		Complete	Filler
Tenancy package	Full set up service package from point of tenant booking through to completed documents. <ul style="list-style-type: none"> <li>•Tenancy agreement (6 month/12 month)</li> <li>•Right to Rent checks</li> <li>•Certification sign off</li> <li>•Deposit Protection + prescribed information</li> </ul>	1st Tenant included £250 + VAT there after	£250 + VAT
Photographs	In house- basic advertising photos and walk-through video viewing	Included	
	Professional partner photographs and floor plans, with optional staging	Price on request	
Online listing	Advertising across the Citylets website, multiple third-party sites including OnTheMarket and RightMove. Support from our social media channels and comms set up. Enquiries passed directly over via email	Included	£250 + VAT
Deposit Registration and Holding	Registration of deposit with the Deposit Protection Service and creation/send of prescribed information. The deposit will be held until tenant vacates	£15 + VAT	£25 + VAT
Inventory	In house- video based inventory prior to move in, with tenant sign off	Included	£50 + VAT
	Professional partner photographs and floor plans, with optional staging	Price on request	

Credit checks	Experian soft credit report on tenant and/or guarantor	£10 + VAT	£15 + VAT
Referencing	<ul style="list-style-type: none"> <li>•Linked Address, Identity &amp; Fraud Information</li> <li>•CCJs, Decrees, and other court information</li> <li>•Affordability Rating</li> <li>•Previous Landlord Reference</li> <li>•Income &amp; Employment Check</li> </ul>	£25 + VAT	£25 + VAT
Withdrawal Fee – before letting	If the property is withdrawn from the market prior to a let being agreed with CityLets	£100 + VAT	
Withdrawal Fee – during management	The cost to break contract at any time, with a 30 day notice period	All commissions for existing tenancies. With a minimum of £300 per tenancy THIS IS NOT APPLICABLE TO FILLER PROPERTIES	
Tenancy Hand Over	If withdrawing from management and retaining the tenant. This cost covers the administration costs to supply all tenant documents and introduction and comms to manage the handover process.	£100 + VAT	N/A
Rental Review	A property visit and walk through gauge current rental value. Supply of a base rate and list rate with some guides and suggestion to increase returns.	Included	£100 + VAT
Rent increase	This includes a rental valuation, tenant communication and formal serving of relevant section 13 notice.	£100 + VAT	£250 + VAT
Fixed Term Renewal	At the end of a fixed term tenancy we will negotiate and rebook on a further 6 or 12 months agreement	£50 + VAT	£100 + VAT
Deposit dispute	If a dispute is raised against charges by the landlord or tenant, Citylets will support in communication and submission of said charges and process.	£50 + VAT	£50 + VAT
Arrears & Rental Support	If a tenant is late on rent payments or support is required in negotiating payment plans or formal steps	Included	£50 + VAT and 20% of monies recovered
Possession Notice + Support services	The serving of relevant section notices including: <ul style="list-style-type: none"> <li>•Section 21 and section 8 notices</li> <li>•Creation and filing of relevant notices</li> <li>•All tenant communications around sections</li> <li>•Follow up to delivery and serving</li> </ul>	£150 + VAT	£250 + VAT

<h2>Administration Support</h2>	<p>The use of the administration team to perform task outside of standard management packages. This may include but not be limited to:</p> <ul style="list-style-type: none"> <li>• Supply of additional paperwork and tenant documents</li> <li>• Liaising with external contractors or parties for notice, keys or other matters</li> <li>• Supply of additional financial information or adjusted payments</li> <li>• General administrative support</li> </ul>	<p>£25 Per hour + VAT (Minimum of 1 hour charge)</p>
---------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------

Maintenance and Property		Complete	Filler
<h3>Arranging of minor works</h3>	<p>Minor works includes maintenance and tasks that do not require a quote or non-standard contractors (non-skilled labour, plumber, electrician, and pest control)</p>	<p>Included</p>	<p>£25 + VAT</p>
<h3>Arranging of major works</h3>	<p>Major works refers to the organising and management of any property-based tasks that require a quote or use of non-standard contractors This includes the organisation and follow up to works.</p>	<p>£25 + VAT and 10 % + VAT of works agreed.</p>	<p>£100 + VAT and 10 % + VAT of works agreed.</p>

Certification	Price
<p>We work with a range of contractors to support in upright and correctly certified properties. The prices below include your certification and the organisation and management of the process via the CityLets team. We will schedule and arrange all works and contact existing tenants for notice and ensure any follow up is carried out. A selection of these are only required in certain sized properties and we will advise accordingly</p>	
Gas Safety	£100 + VAT
EPC	1-4 Bed £75 + VAT    5-10 Bed £95 + VAT    10+ Bed £110 + VAT
PAT Testing	£50 + VAT
EICR	£100 + VAT
Fire Risk Assessment	£65 + VAT
Fire & Emergency Lighting Checks	£75 + VAT
Fire Extinguisher check and review	£15 + VAT When conducted with the FRA or F& ELEC checks