

Residential Property Management Student, Co-Living & HMO Property Management.

Fee	Info	Amount (£)
Complete	<p>Full service management package including:</p> <ul style="list-style-type: none"> •Rental valuation •Property marketing •Enquiry management •Accompanied viewing •Tenant Find •Move in and key collection •Rent collection •Tenant communications •Monthly statement •Maintenance communications •Maintenance action (max. spend) •Move in and move out inspections •In tenancy inspection •Move in and key collection •Out of hours maintenance •Certification management 	15% + VAT
Support	<p>All tenancy and rental management with maintenance being passed over to owner. This includes:</p> <ul style="list-style-type: none"> •Rental valuation •Property marketing •Tenant Find •Rent collection •Tenant communications •Monthly statement •Move in and key collection •Check in and check out videos 	12% + VAT
Tenancy	<ul style="list-style-type: none"> •Property marketing •Rental valuation •Enquiry management •Accompanied viewings •Booking form •Tenant Pack (tenancy, right to rent, guarantor documents) 	£300 + VAT
Booking	<p>Tenants find service</p> <ul style="list-style-type: none"> •Property marketing •Rental valuation •Enquiry management •Accompanied viewings •Booking form 	£250 + VAT
Listing	<p>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.</p>	£250 + VAT per month for up to 3 property listings, with £50+vat per additional property.

		Complete	Support	Tenancy	Booking & Listing
Tenancy Package	Full set up service package from point of tenant booking through to completed documents. <ul style="list-style-type: none"> •Tenancy agreement •Right to Rent checks •Certification sign off •Deposit Protection + prescribed information 	Included			£100 + VAT
Credit Checks (Tenant or Guarantor)	Experian soft credit report on tenant and/or guarantor	£10 + VAT			
Photography	In house- basic advertising photos and walk-through video viewing	Included	£100 + VAT		
	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			
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	Inhouse- video based inventory prior to move in, with tenant sign off	Included	£50 + VAT		
	Professional partner inventory report- complete inventory package provided by 3rd party	Price on request			
Referencing	<ul style="list-style-type: none"> •Linked Address, Identity & Fraud Information •CCJs, Decrees, and other court information •Affordability Rating •Previous Landlord Reference •Income & Employment Check 	£25 + VAT			£35 + 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			

		Complete & Support	Tenancy, Booking & Listing
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 to gauge current rental value	Included	
Formal Rental Review and Plan	This document is created to give a review of the property. This will provide a full rental valuation across student, co living and homes market. Accompanied by an action plan and guide to improvements, key selling points and marketing steps.	£100 + VAT	£150 + 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	£25 + VAT for co-living and professional tenants only. Students Included	£100 + VAT
Deposit or guarantor charges dispute	If a dispute is raised against charges by the landlord or tenant, Citylets will support in communication and submission of said charges and invoicing if required	£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"> •Section 21 and section 8 notices •Creation and filing of relevant notices •All tenant communications around sections 	£150 + VAT	£250 + VAT
Administration Support	The use of the administration team to perform task outside of standard management packages. This may include but not be limited to: <ul style="list-style-type: none"> •Supply of additional paperwork and tenant documents •Liaising with external contractors or parties for notice, keys or other matters •Supply of additional financial information or adjusted payments •General administrative support 	£25 Per house + VAT (Minimum of 1 hour charge)	

Maintenance and Property		Complete	Support	Tenancy	Booking & Listing
Arranging of minor works	Minor works includes maintenance and tasks that do not require a quote or non-standard contractors (non-skilled labour, plumber, electrician, and pest control)	Included	£25 + VAT		
Arranging of major works	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.	£25 + VAT	£100 + VAT and 10% + VAT of agreed works		
Inspection Report	This report details a walk-through visit from one of the maintenance team. It will be built of photographs and written feedback. The summary section will give a general overview of the property but also add some guidance and advice to up coming works. The team will also liase with tenants about finding if further action is required.	1 x Mid year report £30 + VAT for additional	£55 + VAT		

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