



**SERVICES & FEES AT  
WEDGEWOOD ESTATES**

**OUR SERVICE CONTRACT OPTIONS FOR YOU**

<b>TENANT INTRODUCTION</b>	<b>STANDARD LETTINGS SERVICES</b>
<ul style="list-style-type: none"> <li>a) Marketing your property with quality details and with photographs;</li> <li>b) Advertise regularly until a tenant is found;</li> <li>c) Accompany all viewings;</li> <li>d) Circulate details to our extensive corporate and relocation Clients;</li> <li>e) Negotiate Tenancy terms and conditions;</li> <li>f) Conducting Right to Rent Checks in line with <b>Immigration Act 2014</b>;</li> <li>g) Take up references and present to Landlord for approval;</li> <li>h) Prepare and initiate all legal Agreements;</li> <li>i) Collect initial rent monies;</li> <li>j) Collect agreed deposit;</li> <li>k) Advise on inventory requirement.</li> </ul> <p><b>Our Fees:</b> 12% including VAT (that is 10% plus VAT) of the annual rent (and any further extension of the Tenancy).</p>	<ul style="list-style-type: none"> <li>a) Marketing your property with quality details and with photographs;</li> <li>b) Advertise regularly until a tenant is found;</li> <li>c) Accompany all viewings;</li> <li>d) Circulate details to our extensive corporate and relocation Clients;</li> <li>e) Negotiate Tenancy terms and conditions;</li> <li>f) Conducting Right to Rent Checks in line with <b>Immigration Act 2014</b>;</li> <li>g) Take up references and present to Landlord for approval;</li> <li>h) Prepare and initiate all legal Agreements;</li> <li>i) Collect initial Rent;</li> <li>j) Collect agreed deposit;</li> <li>k) Advise on inventory needs;</li> <li>l) Administer utilities transfer;</li> <li>m) Follow up to collect Rent when due.</li> </ul> <p><b>Our Fees:</b> 15% including VAT (that is 12.5% plus VAT ) of the annual rent (and any further extension of the Tenancy).</p>

<b>FULL PROPERTY MANAGEMENT</b>
<p><b>In addition to all of the Standard Letting Services, we shall also;</b></p> <ul style="list-style-type: none"> <li>✓ Demand rental income on timely intervals;</li> <li>✓ Attend to general day to day property management requirements and arrange for repairs and maintenance;</li> <li>✓ Property inspection, and if necessary, report maintenance needs to the Client and appoint contractors;</li> <li>✓ Settle contractors' accounts from Landlord's/ Client funds held</li> <li>✓ Forward regularly to the Client, itemised statements;</li> <li>✓ Rental payments to designated bank account;</li> <li>✓ In the case of insurance claims Wedgewood Estates will assist with quotes for remedial works and appointing contractors but does not deal directly with insurance companies on behalf of Landlords;</li> <li>✓ Authorise professional cleaning, prior to the commencement of the tenancy and advise tenant of cleaning at the end of the Tenancy;</li> <li>✓ Arrange for Tenancy Check In/Check Out (authorise 3<sup>rd</sup> Party professional inventory company),</li> <li>✓ Manage the Check-in and the Check-out processes,</li> <li>✓ Arrange for Gas Safety Certificate in a timely manner and provide copy to the tenant;</li> <li>✓ Arrange for periodic electrical inspections.</li> </ul> <p><b>Our Fees:</b> 18% including VAT (that is 15% plus VAT ) of the annual rent (and any further extension of the Tenancy).</p>

**For Example: If the monthly rental is £1,000 per calendar month, in the case of 'Full Property Management' at 18% including VAT, you will pay £180 including VAT. However, should the agreed rental be higher or lower than the example price, your commission fee will be correspondingly higher or lower.**

**NOTE:** Wedgewood Estates holds clients funds in the Wedgewood Estates Clients account which is a Barclays Bank Bonded account. Wedgewood Estates also has Indemnity Insurance which covers this account but Wedgewood Estates currently does not have CMP.

**We are a Member of The Property Ombudsman "TPO" Please collect your TPO Guide displayed in our office, or check the TPO website [www.tpos.co.uk](http://www.tpos.co.uk)**