

# FEES TO: LANDLORDS



**ALAN COOKE  
ESTATE AGENTS**

**IS AN  
ARLA LICENSED MEMBER**

**[www.arla.co.uk](http://www.arla.co.uk)**

**Client Money Protection  
(CMP) provided by: ARLA**



**Independent Redress  
Provided by: TPOs**



Level of service offered: (other services are available)

## TENANT FIND / LET ONLY

£420 inc VAT

- Initial property inspection and advice on rental marketing
- Preparation of marketing profile
- Full referencing and credit assessments of prospective tenants
- Advertisement of property on online portals & website
- Matching requirements of active tenant database
- Accompanied viewings
- Provide a suitable tenancy agreement
- Conduct a meeting between Landlord & tenant to sign the agreement

## FULL PROPERTY MANAGEMENT

£240 inc VAT Letting Fee +  
12% inc VAT of rents collected

- All **Tenant Find** Services as listed
- Tenant check-in procedure
- Utility notification & meter readings
- Full liaising with tenants regarding the day-to-day maintenance requirements
- Rent collection & handling of late payments
- Deposit handling & registration including check-out dispute negotiation
- Monthly statements to all landlords
- Full inventory report with date-stamped recorded photographs
- Periodic property visits
- Tenancy renewals & rent reviews
- Re-possession & eviction procedures

## Additional Services

- Rent Guarantee Insurance : paid on the event that the tenant fails to pay their rent. This is available for £100 +vat and is arranged before the tenancy starts
- Full inventory report with date-stamped recorded photographs: This is available for £75 +vat. This is included in the Full Property Management option.
- Gas Safety Report – We can offer a safety report for your property which is legally required in applicable properties. Please note that such reports are legally required to be given to the tenant at the start of the tenancy and must be updated annually. Prices available on request
- Energy Performance Certificate – We can provide an EPC, required when marketing any property to find a tenant. Prices available on request
- Property maintenance services – We are happy to offer a wealth of varied additional property management services, including professional cleaning, appliance testing, overseeing decorating and renovation work. Please contact our office to discuss further