

SERVICE LEVELS	
<b>Essentials</b> Let Only Service	Equivalent to one months rent, including VAT, subject to a minimum of £1,140 (£950+VAT)
<b>Enhanced</b> Let Only & Rent Collection	Tenant introduction is 54% inclusive of VAT (45%+VAT). Plus 6% inclusive of VAT (5%+VAT) of rent for the full tenancy term including all renewal periods, payable monthly.
<b>Executive</b> Full Management Service	Tenant introduction is 54% inclusive of VAT (45%+VAT). Plus 15% inclusive of VAT (12.5%+VAT) of rent for the full tenancy term including all renewal periods, payable monthly.
<b>Exclusive</b>	Tenant introduction is 54% inclusive of VAT (45%+VAT). Plus 18% inclusive of VAT (15%+VAT) of rent for the full tenancy term including all renewal periods, payable monthly.

*Fees below are inclusive of VAT*

ADDITIONAL FEES		
1	Referencing fee per applicant	£78 (net £65)
2	Guarantor fee	£78 (net £65)
3	Rent Guarantee Insurance	From £36 (net £30) per month
4	Renewal of Tenancy	Essential/Enhanced £294 (net £245)
5		Executive/Exclusive £150 (net £125)
6	Change of Tenant/Sharer (Executive & Exclusive only)	£180 (net £150)

COMPLIANCE CHECKS, CERTIFICATES & EXTRA PROPERTY MAINTENANCE		
7	Annual gas safety inspection & certification - Annual portable appliance (PAT) testing - Electrical Installation Condition Report (EICR) - Energy Performance Certificate (EPC) - Carbon Monoxide Alarm replacement & test - Smoke Alarm replacement & test - Legionnaires Inspection	Contractor invoice plus £42 (net £35)
8	Additional Key Cutting	Cost of keys plus £30 (net £25)
9	Shopping fee on behalf of Landlord	Invoice plus £30 (net £25)
10	Arrange Major Works exceeding £500 + VAT	12% (net 10%) of contractor's invoice
11	Additional Visit to Property at request of Landlord	From £78 (net £65) per visit
12	Property Visits to Unoccupied Property	From £78 (net £65) per visit
13	Supervision of works in Empty Property	From £60 (net £50) per job

LEGAL, LICENCES, NOTICES & DEPOSIT DISPUTES <small>does not include solicitor costs</small>		
14	Preparing & Serving Section 13 Notice / Section 21 Notice	£150 (net £125)
15	Selective Licencing Application on behalf of Landlord	£252 (net £210) + local authority fees
16	HMO Licence application	£252 (net £210) + local authority fees
17	Document preparation for Section 8	£72 (net £60)
18	Deposit Dispute Submission Fee	£210 (net £175)

INVENTORIES, CHECK INS & CHECK OUTS						
		Inventory		Check Out		
	Check In	Unfurnished	Furnished	Unfurnished	Furnished	
19	Studio	£60 (net £50)	£120 (net £100)	£132 (net £110)	£144 (net £120)	
20	1 Bed	£60 (net £50)	£132 (net £110)	£150 (net £125)	£162 (net £135)	
21	2 Bed	£60 (net £50)	£144 (net £120)	£168 (net £140)	£180 (net £150)	
22	3 Bed	£72 (net £60)	£156 (net £130)	£186 (net £155)	£198 (net £165)	
23	Additional fee per extra room, garden, balcony, loft	£18 (net £15)	£24 (net £20)	£18 (net £15)	£24 (net £20)	
24	The above prices are for Executive & Exclusive service clients only. A supplement of £30 (net £25) will be added for Essentials & Enhanced clients.					
	<i>Quotes for larger properties are available on request</i>					

MISCELLANEOUS FEES	
25	Land Registry Searches (per person)
26	Breach Management
27	Services not mentioned above can be quoted for on request

	Service Level Option:	Essential	Enhanced	Executive	Exclusive
1	MARKETING: Preparation of lettings particulars/brochures, photos	✓	✓	✓	✓
2	RENTAL OPTIONS: APPRAISAL and ADVICE	✓	✓	✓	✓
3	ADVERTISING: on www.callawaysestateagents.co.uk , Property Portals (Rightmove, OTM, Zoopla), social media as relevant	✓	✓	✓	✓
4	VIEWINGS: Accompanied by Callaways' Negotiator	✓	✓	✓	✓
5	TENANCY: Liaising with Applicants, potential Tenants, Introduction and Lettings negotiation	✓	✓	✓	✓
6	DOCUMENTATION: issuing initial Government Guides as required	✓	✓	✓	✓
7	AST (Assured Shorthold Tenancy): Preparation, issuing of initial Standard Tenancy Agreement and all party liaison	✓	✓	✓	✓
8	RENT COLLECTION: of first month's rent, or a dvance rental payment	✓	✓	✓	✓
9	DUE DILIGENCE: Enhanced (PEP – Politically Exposed Person)	✓	✓	✓	✓
10	ANTI-MONEY LAUNDERING: Initial ID checks on Landlord and Tenant as required by law	✓	✓	✓	✓
11	RIGHT TO RENT: Initial Pre-Tenancy checks & Right to Rent Follow Up Checks & Market Research	✓	✓	✓	✓
12	SECURITY DEPOSIT: collection of monies	✓	✓	✓	✓
13	'TO LET' BOARDS: Erect board in line with Town and Country Planning Act	✓	✓	✓	✓
14	RENT COLLECTION: Monthly includes Monthly Statement of Account (unless rent paid in a dvance)		✓	✓	✓
15	RENT ARREARS: initial management up to 8 weeks in arrears, until Section Notice issued		✓	✓	✓
16	TENANCY DEPOSIT – Registration		✓	✓	✓
17	PRESCRIBED INFORMATION: Preparation and Serving		✓	✓	✓
18	RIGHT TO RENT: for Re-let and Renewal			✓	✓
19	MID-TERM PROPERTY VISIT/S AS AGREED WITH TENANCY MANAGER			✓	✓
20	BREACH MANAGEMENT: Communication and issue of first letter			✓	✓
21	DEREGULATION ACT: Provide guidance on Landlord's obligations			✓	✓
22	SECTION 11 LANDLORD & TENANT ACT 1985: Provide guidance on Landlord' s obligations			✓	✓
23	FITNESS FOR HUMAN HABITATION ACT 2019: Provide guidance on Landlord' s obligations			✓	✓
24	EMERGENCY CONTRACTOR LIAISON			✓	✓
25	ROUTINE REPAIRS: Tenant & Landlord liaison and organisation up to the value of £500 + VAT			✓	✓
26	UTILITY PROVIDERS: Advise tenancies at move-in and check-out			✓	✓
27	KEY HOLDING: throughout the tenancy			✓	✓
28	LEGISLATION CHANGES: Communication to Landlords (when applica ble)			✓	✓
29	RENT GUARANTEE INSURANCE subject to references				✓
30	INITIAL REFERENCING OF APPLICANTS & GUARANTORS				✓