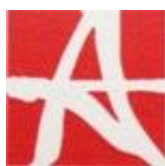


ANGLOTOWN PROPERTY MANAGEMENT



SCHEDULE OF SERVICES

Introduction Only Service

Includes all Marketing and accompanied Viewings,
Collection of Deposit and First Month's Rent
Single fee regardless of length of tenancy

50 % of one month's rent
(minimum £600 inclusive of VAT)

Full Professional Management Service

- Property listing on Rightmove, On the Market, Anglotown website plus 3 office locations across Dorset
- Marketing and accompanied viewings
- Holding Deposit in Government Scheme
- Reading Meters
- Arranging Utilities and Council Tax
- Initial Check Visit and subsequent regular visits
- Organising parking permits, bins, etc
- Dealing with all queries and complaints
- Arranging annual Gas Safety Certificate
- Organising any necessary repairs
- Making rent payments
- Updates on new Safety Regulations
- Serving any necessary Notices upon tenant
- Organising any work required on checkout
- Liaising with block managers
- Advice on Deposit Resolution
- Client money protection

18 % of monthly rent (inclusive
of VAT) for the entire tenancy
Sole Agency



Management Fee (general breakdown)

Set Up Fee / Remarketing Fee Includes full Tenant referencing, Right to Rent check, preparation of Tenancy Agreement and service upon Tenant of all legally prescribed paperwork, "How to Rent" information, etc, Deposit fee, Inventory	£395.00 inclusive of VAT
Holding Deposit in TDS (or scheme as directed by client)	£20.00 inclusive of VAT
Property Visits (Ad hoc, and empty property visits)	£48.00 inclusive of VAT
Service of legal Notices during Tenancy	Free under full management, or £60.00 inclusive of VAT
Renewal Agreements (including annual rent reviews)	£90.00 inclusive of VAT
Rent Review (if carried out at a separate time from renewal)	£60.00 inclusive of VAT
Overseas Landlords retention of Tax (per quarter)	£12.00 inclusive of VAT
Annual account summary for Income Tax	Free under full management, or £24.00 inclusive of VAT
Set of duplicate statements/documents	Free under full management, or £24.00 inclusive of VAT
Court appearance if required (per hour)	£60.00 inclusive of VAT
Submitting paperwork to TDS for a deposit dispute	£300.00 inclusive of VAT
Legal Protection cover / Rent Guarantee	£POA
Key cutting	£15.00 inclusive of VAT plus key cost
Inventory when not fully managed	£ Professional inventory clerk invoice charge
Checkout Inspection and Report Including Inventory update with photograph for subsequent tenancies and management of deposit return and/or deductions (As per professional inventory clerk fee, but minimum charge shown as example of unfurnished property)	1 Bed £60.00 inclusive of VAT 2 Bed £90.00 inclusive of VAT 3 Bed £114.00 inclusive of VAT 4 Bed+ £162.00 inclusive of VAT
Energy Performance Certificate	£96.00 inclusive of VAT
Arrangement fee for Refurbishment Works over £1,000	5 % of all net costs + VAT
Involvement in Insurance Claims over £1,000	5 % of all net costs + VAT