

Fee Information for Landlords & Tenants

We provide the following **three levels** of service:

www.brightandbright.co.uk

Tenant Find Service

£500.00 (£416.66 + VAT)
plus 2 week's rent (+VAT)

- Production of promotional marketing material including photography.
- Provision of a To Let board.
- Comprehensive advertising on all the major portals and our own website www.brightandbright.co.uk.
- Accompanied viewing service.
- Referencing applicants and obtaining credit checks, employer and landlord references via Homelet and providing you with a 12-month Innovate Policy (see the Homelet Section in 'preparing for your letting' for more information).
- A comprehensive Inventory with photos and a declaration signed by the tenant confirming they have sufficient time to make their own comments or accept the inventory as it is, providing you with protection should any issues arise with damages at the end of the lease.
- Collection of first month's rent and the deposit. We arrange for subsequent payments to be made direct to you.
- Production of appropriate tenancy agreement and associated documentation.
- Registration of the deposit to the Deposit Protection Service and the subsequent transfer into your name once it has been registered in order for you to release the deposit at the end of the tenancy.
- Taking meter readings and transferring utilities.

Rent Collection Service

£500.00 (£416.66 + VAT)
plus 8% monthly rental fee (+VAT)

This service is great for landlords who wish to deal with property maintenance and check-outs themselves to save on costs but do not want the hassle of collecting rent from their tenants each month or dealing with arrears should the situation arise.

In addition to all of the above, this includes:

- Collecting the rent, pro-actively pursuing it where necessary and forwarding this, net of charges, on a monthly basis to yourselves via BACS.
- Provision of a detailed statement of account on a monthly basis.
- Dealing with legal notices to evict the tenant if they get into arrears.
- Dealing with HMRC for overseas landlords.

Full Management Service

£500.00 (£416.66 + VAT)
plus 10% monthly rental fee (+VAT)

This provides landlords with comprehensive and thorough administration of their property, allowing them to distance themselves from the day-to-day management of the property.

In addition to all of the above, this includes:

- Routine visits every 6 months to ensure that the tenant is taking care of the property. Any matters requiring attention will be reported in writing to the landlord and acted upon where necessary.
- Organising and overseeing any necessary repair works to the property, with your prior authorisation.
- Collecting the rent, pro-actively pursuing it where necessary and forwarding this, net of charges, on a monthly basis to yourselves via BACS.
- Provision of a detailed statement of account on a monthly basis.
- Production of a check out report and negotiation with regard to the retention of deposit funds, when appropriate.
- Issuing relevant notices, including the notice to quit, as and when required by yourself.
- Dealing with HMRC for overseas landlords.

| What's Included | Tenant Find | Rent Collection | Full Management |
|--|-------------|-----------------|-----------------|
| • Advertising on all portals. | ◆ | ◆ | ◆ |
| • Accompanied viewings. | | | |
| • Tenant Referencing and Innovate Rent Guarantee and Legal Insurance Policy. | ◆ | ◆ | ◆ |
| • Production of tenancy agreement. | ◆ | ◆ | ◆ |
| • Comprehensive Inventory with photos. | | | |
| • Registering the deposit with the DPS. | ◆ | ◆ | ◆ |
| • Contacting Utilities. | ◆ | ◆ | ◆ |
| • Routine visit every 6 months. | | | ◆ |
| • Dealing with all maintenance issues, whilst keeping you updated. | | | ◆ |
| • Rent collection with a detailed monthly statement. Pursuance of rent arrears, if required. | | ◆ | ◆ |
| • Dealing with the check out and arranging the return of the deposit. | | | ◆ |
| • Dealing with court procedures and issuing relevant legal notices as and when required. | | | ◆ |
| • Dealing with HMRC for overseas Landlords. | | | ◆ |

What we don't charge compared to most other agents

We feel it is important to be as transparent as possible with you with regard to our fees, which is why we provide an all inclusive set up fee.

Below is a list of just some of the extra charges you can incur with a lot of other agents, which we do not charge as we feel you already pay this in your set up fee and/or rent collection fee:

- Pre-tenancy checks
- Deposit registration fee
- Right to rent checks
- Arranging the annual gas safety check
- Check Out fee
- Fee for dealing with contractors
- Annual rent assessment
- Commission on any maintenance invoices
- Court attendance
- Issuing legal notices
- Annual Tax Summaries
- Periodic tenancy fees

Tenant Permitted Fees

- 1 The rent.
- 2 Refundable tenancy deposit: Equivalent to 5 week's rent.
- 3 Refundable holding deposit: Equivalent to 1 week's rent.
- 4 Payments to change the tenancy where requested by the tenant: £50
- 5 Early termination of the tenancy where requested by the tenant - Landlord's set up fee (please see our landlords set up fee section for charges).
- 6 Payments for utilities, communication services, TV licence and Council Tax.
- 7 Default fee for late payment of rent and replacement of lost key/security devices, where required, under a tenancy agreement - default fees as per the tenancy agreement.

...to view our complete portfolio of residential properties to let and for sale, simply go to: www.brightandbright.co.uk