

Introduction Only Service – 2 Weeks of rental amount (No VAT)

For this service our fees will be 2 weeks of rent, and will be deducted from the first months rent. (No VAT). This service includes:

- Advertisement of property on our website and property portals
- Undertake accompanied viewings
- Viewing feedback
- Negotiation of tenancy terms
- Compile and check references
- Obtain proof of employment or funds and liaise with referencing company
- Carry out relevant credit checks through referencing company
- Prepare the tenancy agreements and progress to the onset of the new tenancy
- Collect and forward initial months' rent and deposit received
- Provide tenant with method of payment
- Send you reminder of tenancy renewals

Rent Collection Service – 9% of rent (No VAT)

Includes the same as our Introduction services in addition to:

- Collect and forward monthly rent
- Prepare and supply monthly statements
- Pursue non-payment of rent and provide advice on rent arrears actions
- Renew annual safety certifications for gas installation
- Update on legislation changes
- Review rent in accordance with current market condition
- Send renewal or termination notices to tenants
- Notify utility companies of new occupier(s) and readings

Full Management Service – 10% of rent (No VAT)

Includes the same as our other two services in addition to:

- Be on hand to handle your tenant's day-to-day queries and problems
- Allocate and instruct contractors to carry out necessary maintenance repairs to an agreed threshold, usually £150.00 unless otherwise agreed with you. However, in the case of emergencies and when we consider it necessary, we will act to protect your interests without consultation.
- Carry out property inspections when required
- Hold keys throughout the tenancy term
- Complete a thorough check-out inspection as an independent view on any damages or dilapidations
- Arrange any cleaning or maintenance at the end of the tenancy should it be at the tenants expense.
- Keep you informed as to any change in legislation with regard to property rental.

In addition to each of these services there is an Administration Fee of £100 per tenancy which is required for the preparation of contracts, issuing of any further legally required documentation, check-in and any subsequent renewals. This will also include a check-out service for both full management and rent collection.

Let It Bee are a member of The Property Ombudsman Scheme.

Please be advised that we are not a member of a client money protection scheme.