



# Cathedral LETTINGS

**LANDLORD FEES AND SERVICE OPTIONS**

<b>LET ONLY AND MANEGMENT SET UP OPTIONS</b>	<b>£395.00</b>	<b>£575.00</b>	<b>£750.00</b>	<b>£1,250.00</b>
<b>Service details</b>	<b>Bronze</b>	<b>Silver</b>	<b>Gold</b>	<b>Platinum</b>
Landlord Legislation Check-list issued	✓	✓	✓	✓
Valuation and comparable report	✓	✓	✓	✓
Marketing pictures	✓	✓	✓	✓
Advert text preparation	✓	✓	✓	✓
Media advertising on some of the biggest property search engines 'Zoopla' & 'On the Market'	✓	✓	✓	✓
Colour to let board	✓	✓	✓	✓
Accompanied viewings	✓	✓	✓	✓
Tenancy offer & negotiations to meet your bespoke requirements	✓	✓	✓	✓
Residency and ID verification on each adult applicant	✓	✓	✓	✓
In house referencing	✓	✓	✓	✓
Right to rent check on each adult tenant	✓	✓	✓	✓
Pre tenancy confirmation details	✓	✓	✓	✓
Preparation of Tenancy Agreement	✓	✓	✓	✓
Tenancy signing assistance for all tenants (Witnessed signatory and Tenancy Agreement questions & answers)	✓	✓	✓	✓
Tenancy signing assistance for Landlords if required (Tenancy Agreement questions & answers)	✓	✓	✓	✓
Collection of first month rent and deposit in clear funds	✓	✓	✓	✓
Deposit Registration within a prescribed scheme or transfer of deposit to the landlord for registration as instructed	✓	✓	✓	✓
Prescribed Deposit information and compliance	✓	✓	✓	✓
Transfer of rent less agreed fees to the landlords allocated account	✓	✓	✓	✓
Welcome information pack issued to tenant	✓	✓	✓	✓
Notification of change of subscriber to all utility companies and local council	✓	✓	✓	✓
How to rent: The check list for renting in England issued to tenants.	✓	✓	✓	✓
Legionella and mould prevention guidance sheet issued to tenants	✓	✓	✓	✓
Independent 'Insight' referencing		✓	✓	✓
Independent 'Enhance' referencing		✓	✓	✓
Smoke and carbon monoxide test certificate		✓	✓	✓
Key hand over, metre readings and check in photographs		✓	✓	✓
Professional inventory and schedule of condition			✓	✓
Legionella risk assessment			✓	✓
HHSRS Assessment report				✓
Rent protection warranty				✓
<b>YOUR SELECTION</b>				

<b>TENANT FIND ONLY OPTIONS</b>		
	<b>£150.00</b>	<b>£250.00</b>
<b>Service details</b>	<b>Tenant Find</b>	<b>Tenant Find +</b>
Landlord Legislation Check-list issued	√	√
Valuation and comparable report	√	√
Marketing pictures and Advert text preparation	√	√
Media advertising on some of the biggest property search engines 'Zoopla' & 'On the Market'	√	√
Colour to let board		√
Accompanied viewings		√
Tenancy offer & negotiations to meet your bespoke requirements		√
Residency and ID verification on each adult applicant		√
In house referencing		√
Right to rent check on each adult tenant		√
Pre tenancy confirmation details		√
<b>YOUR SELECTION</b>		
<b>MANAGEMENT OPTIONS</b>		
	<b>£47.50pcm</b>	<b>£65.00pcm</b>
<b>Service inclusions</b>	<b>STANDARD</b>	<b>PREMIUM</b>
Collection of monthly rent	√	√
Transfer of rent less agreed fee's to your allocated account	√	√
Initial arrears handling	√	√
On-going arrears advice from our industry qualified team	√	√
Late payment and breach of tenancy demands and letters	√	√
Gas safety, electrical testing and EPC diary management	√	√
Tenancy renewal diary management and negotiations	√	√
Tenancy inspections and report to landlord every 3 months	√	√
Point of contact for your tenant during the course of the tenancy	√	√
Repairs and maintenance liaison (third party and contractors bills are not included)	√	√
Professional advice as required	√	√
Additional tenancy inspections as required		√
Renewal tenancy agreements		√
Serving of section 21 notice to quit		√
Serving of section 8, under grounds 8, 10 & 11		√
Administration of court applications for possession		√
Attendance at court if required (*up to 2 full days)		√
Specialist debt collection by Judge's Demand		√
Final inspection report	√	√
Initial deposit claim advise and negotiations	√	√
Administration of 'single claim' deposit disputes		√
<b>YOUR SELECTION</b>		

	<b>NO Property Management</b>	<b>STANDARD Property Management</b>	<b>PREMIUM Property Management</b>	<b>SELECT</b>
<b>ADDITIONAL OR STAND ALONE FEES</b>				
<b>Additional</b> tenancy inspections as required	N/A	£40.00	£0.00	
Renewal Tenancy Agreements	£125.00	£99.00	£0.00	
Preparation of documents such as addendum, riders & notices not associated with possession claims	£125.00	£99.00	£0.00	
Duplicate documents	£15.00	£15.00	£0.00	
Final inspection report	£99.00	£0.00	£0.00	
Initial deposit claim advise and negotiations	£99.00	£0.00	£0.00	
Administration of 'single claim' deposit disputes	£99.00	£75.00	£0.00	
Arranging a signed and witnessed deposit claim statutory declaration with a third party law firm	£75.00	£45.00	£45.00	
Serving of section 21 notice to quit	£250.00	£175.00	£0.00	
Serving of section 8, under grounds 8, 10 & 11	£250.00	£175.00	£0.00	
Administration of court applications for possession	£200.00	£150.00	£0.00	
Attendance at court per half day	£450.00	£450.00	£0.00*	
Specialised debt collection by Judge's demand per referral	£75.00	£35.00	£0.00	
Hourly rate for work not included in service level	£150.00	£125.00	£100.00	
Preparation of a full inventory and schedule of condition (if not purchased within lettings package)	£175.00	£175.00	£175.00	
Third party professional tenancy referencing (if not purchased within lettings package)	£60.00	£60.00	£60.00	
Completion of a smoke alarm certificate (if not purchased within lettings package)	£35.00	£35.00	£35.00	
Completion of Legionella risk assessment (if not purchased within lettings package)	£99.00	£99.00	£99.00	
Annual Tax statement	N/A	£50.00	£0.00	
Non UK residents accounting to HMRC (per tax year)	N/A	£125.00	£75.00	
Property attendance to allow access for installation or servicing etc per half day	N/A	£175.00	£175.00	
Sale of property to a tenant or any third party introduced by ourselves	£750.00	£750.00	£750.00	
Early cancellation of management services without notice	N/A	£175.00	£175.00	
Withdrawal from an agreed tenancy application	£500.00	£500.00	£500.00	
Cutting of keys	£10.00	£10.00	£10.00	
Arranging a gas safety inspection with a qualified professional	£85.00	£85.00	£85.00	
Arranging an EPC with a qualified professional	£99.00	£99.00	£99.00	
Arranging an Electrical Installation condition report with a qualified professional	£250.00	£250.00	£250.00	
Rent protection warranty	POA	POA	POA	

<b>INVESTOR SERVICES</b>	
Initial consultation (hourly rate) FIRST 1 HOUR FREE	£150.00
Hourly rate for work not included within another service	£0.00
Desk top valuation letters	£25.00
Valuation reports	£75.00
Key facts property report	£75.00
HHSRS Assessment report	£500.00
Project management	15.00%
Quote and maintenance control (£1500.00)	7.50%











