



KINGSTONS

ESTATE AGENTS

OUR SERVICES:

The following table indicates which of the following services are included in each management option.

Service Type	Tenancy Management	Tenant Introduction	Tenant Introduction With Set Up
Provide property valuation	✓	✓	✓
Complete property take on appointment	✓	✓	✓
Market property	✓	✓	✓
Advise on legal requirements	✓	✓	✓
Conduct viewings	✓	✓	✓
Discuss applicant information with you	✓	✓	✓
Collect tenant application forms	✓		✓
Collect tenancy holding deposit	✓		✓
Provide applicants with pre-reference information	✓		✓
Reference applicants	✓		✓
Complete 'Right to Rent' checks	✓		✓
Discuss references with you	✓		✓
Confirm agreement to tenancy	✓		✓
Organise Inventory & Schedule of Condition	✓		✓
Collect 1 st months' rent and deposit	✓		✓
Prepare Tenancy Agreement	✓		✓
Prepare Deposit Protection Service Information	✓		✓
Organise pre tenancy safety certificates	✓		✓
Conduct Tenant move in	✓		✓
Read property meters	✓		✓
Update utility providers & council tax	✓		✓
Provide Tenant with 'Tenant Information Guide'	✓		✓
Protect deposit with Deposit Protection Service	✓		✓
Collect monthly rent and account to landlord	✓		
Provide monthly rental statements	✓		
Advise you when legal safety checks are required	✓		
Hold property keys securely at office	✓		
Negotiate tenancy renewals / review rent	✓		
Provide tenant with emergency contact details	✓		
Complete periodic inspections	✓		
Manage property maintenance issues	✓		
Manage tenancy queries and disputes	✓		
Serve notices where requested (S8, S21 & S13)	✓		
Complete move out inspection	✓		
Manage any deposit dispute requirements	✓		

SCALE OF FEES (Landlords):

Tenancy Management Service:

10% of each month's rent plus VAT (12% inc VAT) and an initial set up fee of £291.67 plus VAT (£350.00 inc VAT) chargeable at the beginning of each new tenancy.

Tenant Find Only Service: (For rent bands per calendar month)

Up to £699.00 pcm	£414.00 (inc VAT)
£700.00 to £999.999 pcm	£480.00 (inc VAT)
£1,000 to £1,499.99 pcm	£534.00 (inc VAT)
£1,500 & above	£600.00 (inc VAT)

Optional Tenancy Set up Fee of £291.67 plus VAT (£350.00 inc VAT) chargeable at the beginning of each new tenancy.

Tenancy Renewal Fee (Tenant Management Service):

£Nil

Tenancy Renewal Fee (Tenant Find Service):

£30.00 + VAT (£36.00 inc VAT) payable on the agreed renewal of each tenancy.

Regulatory Information:

Kingstons Lettings Ltd are members of the following bodies:

Wiltshire Trading Standards Approved Buy with Confidence scheme
CMP (Client Money Protection)
The Property Ombudsman