



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:

12% of each month's rent (inc VAT) and an initial set up fee of £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 £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):

£175.00 (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