

## Kingstons Melksham Website Wording

### OUR SERVICES:

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

Service Type	Tenancy Management	Tenant Introduction
Provide property valuation	✓	✓
Complete property take on appointment	✓	✓
Market property	✓	✓
Advise on legal requirements	✓	✓
Conduct viewings	✓	✓
Collect tenant application forms	✓	✓
Discuss applicant information with you	✓	✓
Collect tenancy holding fee	✓	✓
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 <sup>st</sup> 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 £200 plus VAT (£240 inc VAT) chargeable at the beginning of each new tenancy.

### **Tenant Introduction Service:**

£600.00 plus VAT (£720.00 inc VAT)

### **Tenancy Renewal Fee (Tenant Management Service):**

£50 + VAT (£60 inc VAT) payable on the agreed renewal of each tenancy.

### **Tenancy Renewal Fee (Tenant Find Service):**

£80 + VAT (£96 inc VAT) payable on the agreed renewal of each tenancy.

### **Inventories:**

One bedroom property: £70 + VAT (£84 inc VAT)

Two bedroom property: £80 + VAT (£96 inc VAT)

Three bedroom property: £90 + VAT (£108 inc VAT)

Four bedroom property: £100 + VAT (£120 inc VAT)

Five bedroom property: £110 + VAT (£132 inc VAT)

## **TENANCY FEES:**

All applicants who are interested in a property will be required to complete an application form and provide a passport or national identity card (age 18 plus). If you do not have a passport or national identity card please contact the office and we will provide you with a list of other acceptable forms of I.D.

Upon receipt of your application form Kingstons Property Management will forward the information onto the landlord. If the landlord decides to proceed with your application you will be required to pay a holding deposit equivalent to one weeks rent within 24 hours of notification (an invoice will be provided), should the holding deposit not be paid within 24 hours we reserve the right to retract the offer. Upon receipt of the holding deposit other applicants will not be able to proceed any further until we have confirmed your references. Should your references be satisfactory a tenancy will be granted and the holding deposit will be put towards your first months rent and you will need to pay an additional one month's rent as a deposit. Please note that if you do not complete the online reference forms within 5 days of receipt this will be deemed as a formal withdrawal from the property and your holding deposit will not be refunded.

Should your references fail due to providing us with false information on your application / reference form or you fail to meet immigration checks a tenancy will not be granted and your holding deposit will not be refunded. If you decide to withdraw your application for the property once you have paid your holding deposit your holding deposit will not be refunded.

### **Regulatory Information:**

Kingstons Property Management are members of the following bodies;

ARLA | Propertymark  
The Property Ombudsman

Kingstons Property Management are also Wiltshire Trading Standards approved and have Client Money Protection in place with ARLA | Propertymark