



## Fees & Charges Schedule

	Tenant Find	Rent Collection	Fully Managed
<b>Valuation / pre-letting advice</b>	✓	✓	✓
<b>Marketing &amp; Advertisement including professional photographs</b> (via Rightmove, Zoopla, On The Market & Clarkes Website)	✓	✓	✓
<b>Accompanied viewings</b>	✓	✓	✓
<b>Tenant referencing</b> (includes credit check, CCJ check, previous landlord reference & affordability check)	+	✓	✓
<b>Right To Rent Checks</b>	✓	✓	✓
<b>Preparation of tenancy documentation</b> (tenancy agreement, prescribed information, standing order & check in confirmation)	✓	✓	✓
<b>Personal Check In appointment with tenant</b>	✓	✓	✓
<b>Access to 24/7 help via your own online property portal</b>	✓	✓	✓
<b>Initial deposit registration</b>	✓	✓	✓
<b>On-going deposit protection</b>	+	✓	✓
<b>Serving of legal notices</b>	+	✓	✓
<b>Handling of renewals / rent increases</b>		✓	✓
<b>Rent collection, arrears management &amp; monthly statement</b>		✓	✓
<b>Utilities and council tax transferred at start and end of tenancy</b>		✓	✓
<b>Check out assistance and deposit negotiation</b>		+	✓
<b>Dedicated property manager</b>			✓
<b>Property maintenance and property management</b>			✓
<b>Annual caretaking of safety certificates and reports</b>			✓
<b>Access to helpful and local tradesman</b>			✓
<b>In house Inspection with detailed reports</b>			✓
<b>Exclusive Rent Cover</b> (Rent Guarantee or Rent On Time)			✓
 = <b>Included within the service</b>  = <b>Available to add at an additional cost</b>			



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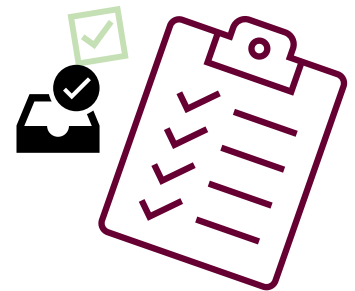
## Additional Costs Breakdown

Condition Reports (Unfurnished)		
Number of Bedrooms	Inventory	Check out
Studio / 1 Bedroom	£108 inc VAT	£90 inc VAT
2 Bedroom	£132 inc VAT	£102 inc VAT
3 Bedroom	£146 inc VAT	£126 inc VAT
4 Bedroom	£168 inc VAT	£156 inc VAT
5+ Bedroom	Available on request	

Other	
Item	Cost
Gas Safety Certificate Including service (GSC)	£110 inc VAT
Energy Performance Certificate (EPC)	£80 inc VAT
Electrical Installation Condition Report (EICR)	£180 inc VAT
TDS Deposit Protection Fee	£60 inc VAT
Renewal Fee	£144 inc VAT
Serving of Legal Notice	£96 inc VAT
References	£60 inc VAT (Per Reference)
Deposit Amendment	£25 inc VAT
Tenancy Addendum	£48 inc VAT
New Agreement	£108 inc VAT

## Landlord Checklist

1. Sign and return Clarke's Terms and Conditions, along with Identification and Proof of Address for all landlords
  2. Complete Landlord NRL1 form then inform Clarkes of HMRC Approval Number (if applicable)
  3. Ensure you have a minimum of three sets of keys cut to give to Clarkes
  4. Ensure all safety certificates (EPC, GSC & EICR) are completed / remedials booked in
  5. Install smoke detectors on each floor and CO2 alarm if applicable
  6. Arrange buildings insurance / landlord rent cover
  7. Make Clarkes aware of utility suppliers so accounts can be shut once the tenant has moved in (please note this will depend on service type)
  8. Ensure property is ready for photos and inventory (instruct property clean if necessary)
- If you are currently living in the property then please also complete the following....*
9. Cancel broadband, tv license, contents insurance and any further subscriptions.
  10. Organise for your post to be redirected



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