

### Services Offered & What We Are Responsible For

Service Description	Tenant find ONLY Basic	Tenant find ONLY Plus	RENT Collection	FULL Management
<b>Gas and Electrical Safety</b> For properties with mains or LPG gas, we diarise to arrange for a suitably qualified engineer to carry out a gas safety check annually. We arrange a gas safety check before the property is first let if requested. We will not be able to let the property without this. Upon request, we can arrange portable appliance testing (PAT) annually. The cost of the certificate will be in addition to our fees				✓
<b>Inspections</b> We arrange to visit the property and report in writing once every 4 months thereafter whilst the tenancy remains in force. At Your option and cost we can visit more frequently.				✓
<b>Maintenance</b> We manage routine maintenance works using Our approved contractors. We agree financial limits with you in advance (except for genuine emergencies where We will exercise discretion to instruct any reasonable work to keep the property of your Tenant safe).				✓
<b>Payment of Bills</b> We arrange to pay property specific bills that you are responsible for by deduction from rental income.				✓
<b>Tenancy Matters</b> We manage all day-to-day contact with Your Tenant and all routine matters arising during the tenancy.				✓
<b>Damage disputes</b> We will act as stakeholder in any disputes with Your Tenant concerning the return of their deposit, unless otherwise stated in the Tenancy Agreement.				✓
<b>Rent Receipting</b> We arrange for the Tenant to sign a standing order or direct debit mandate for rent and account to You for all rent received, less outgoings, feed and commissions accompanied by a statement, normally within 48 hours of rent being cleared into our account.			✓	✓
<b>Credit Control</b> We will pursue rent that is not paid, including written and telephone contact with Your Tenant. We will liaise with Your Solicitors if appropriate.			✓	✓
<b>Tenancy Renewal</b> We manage tenancy renewal negotiations including an upward rent review where applicable.			✓	✓
<b>Check Out</b> We arrange to check the Inventory and Schedule of Condition at the end of the tenancy, report to you on work required and identify any deductions that may be claimed from the Security Deposit.			✓	✓
<b>Rent Protection Cover- Optional at additional cost</b> Landlords who benefit from Rent Protection Cover have rent and legal costs covered from the start date of the tenancy until vacant possession has been obtained *Terms & Conditions Apply			✓	✓
<b>Inventory</b> We arrange for an inventory and Schedule of Condition of the property, its contents and fixtures and fittings, to be drawn up in line with our Best Practices. The Inventory will not extend to the contents of non-residential basements, attics or outhouses.		✓	✓	✓
<b>Gas, Electric, Water and council tax liability</b> We manage the transfer of billing liability between you and the Tenant.		✓	✓	✓
<b>Furnishings and Fire Safety</b> We help You identify which items of furniture or furnishings must be removed from the property in order to comply with Fire Safety Legislation.	✓	✓	✓	✓
<b>Tenancy Agreement</b> We draw up a Tenancy Agreement between You and Your Tenant 'subject to contract'. We sign the Tenancy Agreement as Agent on Your behalf. At Your request the Tenancy Agreement may be forwarded for Your signature before the tenancy is binding.	✓	✓	✓	✓
<b>Security deposit</b> We collect a Security Deposit from the Tenant as cleared funds before the Tenancy Agreement is signed and register the Deposit with an approved Tenancy Deposit Scheme.	✓	✓	✓	✓

## Service Level Costs

At Luscombe & Co we understand that Landlords have a wide variety of needs and requirements. One of the many reasons why we now offer four levels of service. Please select one of the three Service Levels beneath:

Figures are quoted per property. Please note that the figures noted on the set up fee and management fee are **examples only** and are base on a rental amount of £600pcm, if the rental amount agreed is higher or lower our fees will increase or decrease accordingly.

PLEASE INDICATE THE SERVICE YOU REQUIRE	Tenant find ONLY Basic <input type="checkbox"/>	Tenant find ONLY Plus <input type="checkbox"/>	RENT Collection <input type="checkbox"/>	FULL Management <input type="checkbox"/>
Tenancy Set Up Fee <small>*All Are Subject To A Minimum £300 inc VAT Charge</small>	60% inc VAT of one month's rent (Rental of £600pcm would be £360)	90% inc VAT Of One Month's Rent (Rental of £600pcm would be £540)	60% inc VAT Of One Month's Rent (Rental of £600pcm would be £360)	60% inc VAT Of One Month's Rent (Rental of £600pcm would be £360)
Management Rate <small>*Subject To A Minimum Fee of £48 inc VAT</small>	NA	NA	8.4% inc VAT PCM (Rental of £600pcm would be £50.40pcm)	12% inc VAT PCM (Rental of £600pcm would be £72pcm)
Credit Check Applicant	✓	✓	✓	✓
Registration of Security Deposit	✓	✓	✓	✓
Inventory Costs	NA	✓	✓	✓
Preparation Of Self Assessment Tax Form	NA	NA	✓	✓
Issuing Section 21 Notice	£72.00 inc VAT	£72.00 inc VAT	✓	✓
Fixed Term Tenancy Renewal Costs	£72.00 inc VAT	£72.00 inc VAT	✓	✓
Tenant Find Check Out	£118.80 inc VAT	£118.80 inc VAT	✓	✓
Vacant Property Visits	£24 inc VAT	£24 inc VAT	✓	✓
Arrange Contractor Quotes	£24 inc VAT	£24 inc VAT	✓	✓
Maintenance Call Service	NA	NA	NA	✓
Property Inspections	£42 inc VAT Per Inspection	£42 inc VAT Per Inspection	£42 inc VAT Per Inspection	✓
Deposit Negotiations	£108 inc VAT	£108 inc VAT	£108 inc VAT	✓
Rent and Legal Protection	NA	NA	See Costings Table	See Costings Table
Legal Protection Only	NA	NA	£60 inc VAT Per Annum	£60 inc VAT Per Annum
Gas Safety (Yearly)	£69.50	£69.50	£69.50	£69.50
Legionnaires Risk Assessment (Yearly)	£50.00	£50.00	£50.00	£50.00
Gas Safety Including Legionnaires Risk Assessment (Yearly)	£89.50	£89.50	£89.50	£89.50
EPC Certification (Valid 10 Yrs)	£69.50	£69.50	£69.50	£69.50
Electrical Installation Safety Check (Variable)	£95.00	£95.00	£95.00	£95.00
Key Cutting Fee	Cost Per Key	Cost Per Key	Cost Per Key	Cost Per Key
Landlord Appointment - Waiting at Property For Contractors	£48 inc VAT per hr	£48 inc VAT per hr	£48 inc VAT per hr	£24 inc VAT per hr
Project Manage Works	8% Value Of Works (if works were £1000, the fee would be £80)	8% Value Of Works (if works were £1000, the fee would be £80)	8% Value Of Works (if works were £1000, the fee would be £80)	8% Value Of Works (if works were £1000, the fee would be £80)
Attendance Court Tribunal	N/A	N/A	£43.20 inc VAT per hr	£43.20 inc VAT per hr

Rent and Legal Protection		
Rent	6 MONTHS inc VAT	12 MONTHS inc VAT
£0-£499	£94.80	£118.80
£500- £999.99	£142.80	£166.80
£1000- £1499	£190.80	£238.80
£1500- £1999	£262.80	£286.80