

# F.W.GAPP

Est. 1904

## F.W. Gapp (Property Management) Ltd. SERVICE CONTRACT OPTIONS & FEES

F.W. Gapp (Property Management) Ltd. have no additional hidden charges, all third party invoices are actual.

### TENANT INTRODUCTION

- a) Agree the rental value.
- b) Marketing your property with quality details and with photographs;
- c) Advertise regularly until a tenant is found;
- d) Accompany all viewings;
- e) Circulate details to our extensive corporate and relocation Clients;
- f) Negotiate Tenancy terms and conditions;
- g) Conducting initial Right to Rent Checks in line with **Immigration Act 2014**;
- h) Take up references and present to Landlord for approval;
- i) Prepare and initiate all legal Agreements;
- j) Collect initial rent monies & agreed deposit;

**Our Fees:** 12% including VAT (that is 10% plus VAT) of the annual rent (and any further extension of the Tenancy).

### STANDARD LETTINGS SERVICES

- a) Agree on rental value.
- b) Marketing your property with quality details and photographs;
- c) Advertise regularly until a tenant is found;
- d) Accompany all viewings;
- e) Circulate details to our extensive corporate and relocation Clients;
- f) Negotiate Tenancy terms and conditions;
- g) Conducting initial Right to Rent Checks in line with **Immigration Act 2014**;
- h) Take up references and present to Landlord for approval;
- i) Prepare and initiate all legal Agreements;
- j) Collect initial Rent and agreed deposit;
- k) Advise on inventory needs;
- l) Administer utilities transfer;
- m) Follow up to collect Rent when due.

**Our Fees:** 15% including VAT (that is 12.5% plus VAT) of the annual rent (and any further extension of the Tenancy).

### FULL PROPERTY MANAGEMENT

In addition to all of the Standard Letting Services mentioned above, we shall further provide;

- ✓ Standard Tenant Referencing at our cost;
- ✓ Ensure ongoing tenant compliance under the **Immigration Act 2014**;
- ✓ Demand rental income on timely intervals;
- ✓ Attend to general day to day property management requirements and arrange for repairs and maintenance;
- ✓ Property inspection, and if necessary, report maintenance needs to the Client and appoint contractors;
- ✓ Property checks during void periods.
- ✓ Settle contractors' accounts from Landlord's/ Client funds held
- ✓ Forward regularly to the Client, itemised statements;
- ✓ Rental payments to designated bank account;
- ✓ In the case of insurance claims F.W. Gapp will assist with quotes for remedial works and appointing contractors but does not deal directly with insurance companies on behalf of Landlords;
- ✓ Authorise professional cleaning, prior to the commencement of the tenancy and advise tenant of cleaning at the end of the Tenancy;
- ✓ Arrange for Tenancy Check In/Check Out (authorise 3<sup>rd</sup> Party professional inventory company). Note: Cost of inventory make, tenant check in and check out will be payable by the Landlord upon presentation of such third party invoice.
- ✓ Manage the Check-in and the Check-out processes,
- ✓ Arrange for Gas Safety Certificate in a timely manner and provide copy to the tenant;
- ✓ Arrange for periodic electrical inspections.

**Our Fees:** 19.2% including VAT (that is 16 % plus VAT) of the annual rent (and any further extension of the Tenancy).

F.W. Gapp (Property Management) Ltd. is a member of;



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## LANDLORD'S ADDITIONAL NON-OPTIONAL FEES AND CHARGES

- All prices are including VAT
- We do not charge for 'arrangement' fees.

Tenant Referencing Per Tenant	£19.20	
Credit Check Per Tenant	£9.60	
Deposit Registration Fees (where collected) per tenancy. Register landlord and tenant details and protect the security deposit with a Government-authorised Scheme. Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the tenancy start date.	£7.50	
Inventory Make & Tenant Check In Report Depending to the size of the property.	Min £150 Approx.	Max £450 Approx.
Inventory Tenant Check Out Report. Depending to the size of the property.	Min £150 Approx.	Max £450 Approx.
Gas Safety Check	Min £100 Approx.	Max £140 Approx.
Testing and Installing Smoke Alarm	£108	Plus Additional Each £32
PAT – Portable Appliance Testing Depending to the number of items	Min £50 Approx.	Max £200 Approx.
Fixed Wiring Test	Min £180 Approx. Studio Flat	Max £750 Approx. 6 Bedroom and Depending on the number of circuits
EPC	Min £100 Approx.	Max £140 Approx.
Legionella Risk Assessment	Min £60 Approx.	Max £200 Approx.
Start of Tenancy Set-up Fees	£ 300.00	
Renewal Admin Fees	£ 180.00	

Handling local authority licensing application per tenancy where applicable.

### OPTIONAL CHARGES:

Rent & Legal Protection Cover – We can arrange for a quote as it depends on annual rental figure.

Please ask a member of staff if you have any questions about our fees.

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