

# LANDLORD SERVICE PACKAGES

Century 21 Tottenham

	<b>FULLY MANAGED</b> 12% of the monthly rent and £240 as a tenancy set up incl VAT	<b>RENT COLLECTION</b> 9.6% of the monthly rent and £240 as a tenancy set up incl VAT	<b>TENANT FIND</b> One month rent* as a one-off tenancy set up
<b>PREPARE PROPERTY FOR SUCCESS</b>	PROPERTY INSPECTION, LEGAL COMPLIANCE AND METER READINGS	✓	✓
	PHOTOGRAPHY AND MARKETING ONLINE AND IN BRANCH	✓	✓
	ACCOMPANIED VIEWINGS	✓	✓
	BRANDED CLIENT EXPERIENCE	✓	✓
<b>CHECKING IN THE RIGHT TENANT</b>	FULL TENANT REFERENCING WITH CREDIT CHECKS	✓	✓ **
	TENANT AGREEMENT SIGNED (AND GUARANTOR IF REQUIRED)	✓	✓
	TENANCY DEPOSIT (COLLECTION, REGISTRATION AND RELEASE) AND FIRST MONTHS RENT COLLECTION	✓	✓ **
	FIRST MONTHS OWNERS STATEMENT	✓	✓
<b>DURING THE TENANCY</b>	MONTHLY RENT COLLECTION AND ARREARS MANAGEMENT	✓	
	MONTHLY RENT ALLOCATION AND DISTRIBUTION	✓	
	MONTHLY OWNER STATEMENTS	✓	
	PAYMENT OF INVOICES	✓	
	GUARANTEED RENT PROTECTION	✓	
	ROUTINE VISITS	✓	
	GENERAL MAINTENANCE EMERGENCY MAINTENANCE	✓	
	ELECTRICAL AND GAS SAFETY RENEWAL NOTICES	✓	
	ONLINE MAINTENANCE REPORTING	✓	
	NON-RESIDENT LANDLORD TAX MAN-AGEMENT	✓	
24/7 TENANT ASSISTANCE	✓		

\* Tenant find, minimum fee of £720.  
\*\* May incur additional charges.

## ADDITIONAL COSTS incl VAT

INVENTORY	Price on application
CHECK OUT	£120
ENERGY PERFORMANCE CERTIFICATE	£100 (if required)
GAS SAFETY CERTIFICATE	£100 (if required)
EICR REPORTS	Upon consultation
LEGIONELLA RISK ASSESSMENT	£60
FITTING SMOKE/ CARBON MONOXIDE ALARMS	Upon consultation
TENANCY RENEWAL	£120
RENT GUARANTEE & LEGAL PROTECTION	£20 per month
LET ONLY LEGAL SERVICE	£100 (tenant find only)
LOST KEYS OR OTHER SECURITY ITEMS	£20 + item cost
COURT ATTENDANCE	£250

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Century 21 Tottenham is a trading name of Envoy Homes Limited, a company registered in England and Wales, company number 09870595 and registered address 98 Harold Road, London, Chingford, United Kingdom, E4 9SW