

LETTING PACKAGES ONLY	AO	LS
Tenant finding services only <i>(Letting Service – one-off fee calculated at the total rent over the letting term)</i> *Special Offer: Letting & Management Bundle Packages available (please see page 3)	+2% Inc VAT	+5% Inc VAT
Professional Photography & Floor Plans	★	★
Comprehensive Marketing <i>(Contact base, Property Portals i.e. Rightmove, Zoopla, Prime Location, OnTheMarket.com MoveBubble.Com, Gumtree, Sparerooms Search Engines, Publications.</i>	★	★
Enquiry and Viewing Management	★	★
Accompanied Home Viewings		★
Solicit good quality offers from potential tenants		★
Fully reference Tenant/s & Guarantor/s <ul style="list-style-type: none"> • Identification & valid visa check <i>(Tenants right to rent check – required as part of legislation)</i> • Credit History Check <i>(Which will highlight any CCJ's & Bankruptcies),</i> • Voters Roll Confirmation <i>(If the Subject is not located on the current voters roll we will ask for proof of address)</i> • Locate Information <i>(Which may reveal undisclosed addresses which we can then search)</i> • Managing Agent / Landlords Reference/s • Proof of Income / Income Reference/s 		★
Tailoring a bespoke Tenancy Agreement <i>(Tenancy agreement with additional clauses including any break clauses)</i>		★
Produce and execute a comprehensive Tenancy Agreement		★
Collect initial rental and deposit payment from the Tenant		★
Placement of Smoke Alarm & Carbon Monoxide Check <i>(required from 01st October 2016 - signed by the tenant at check-in)</i>		★
Move the tenant into their new home		★
Electronic e-signing and filing facilities		★
Organise Safety Certificates <i>(Gas Safe, Energy Performance, Electrical Safety etc)</i>		★
Organise Risk Assessments <i>(Legionella, Fire Assessment, HHSRS Homes Fitness for Human Habitation 2018 etc)</i>		★
Organise Portable Appliance Test (PAT)		★
Organise Inventory and Property Condition Report		★
Property Licensing Monitoring & Application Service		★

*AS = Advertising Only / LS = Letting Service Only

PROPERTY MANAGEMENT PACKAGES ONLY	RC	FM
Our Fees Taken Monthly <i>(Rent Collection and Full Management Services only)</i> Special Offer: Letting & Management Bundle packages available (please see page 3)	+2% Inc VAT	+5% Inc VAT
24/7 Online Landlord Portal for Information <i>(An advanced platform where you can view statements, invoices, make a maintenance request and more)</i>	★	★
Securing Deposit	★	★
*Advance Platform: Transfer of Council Tax & Utilities into the tenant's name	★	★
Tenant Check-In at the Start of the Tenancy with Welcome Pack and Guides	★	★
Collection of Rent, Arrears Management – Same Day Rent Payment Service <i>(Pursue non-payment of rent and provide advice on rent arrears actions Agree collection of any shortfall and payment method)</i>	★	★
Professionally Drafted Letters	★	★
Monthly Statements and e-billing Services	★	★
Annual property appraisal	★	★
Preparing and executing all renewal tenancy documentation	★	★
Tenant Check-Out Service	★	★
Deposit return process	★	★
Key Holding Service		★
24 Hour Emergency Helpline		★
Advanced Platform: Arranging Repairs and Maintenance & Price Guarantee <i>(Arrange routine repairs and instruct approved contractors)</i> <i>*To ensure our Landlords receive the best possible prices, Harvey W James DOES NOT add surcharges to third-party contractors' invoices, neither do we claim any referral fees back.</i>		★
Property Interim Visits 2x Interim visits included per year and report finding to the Landlord		★
Dealing promptly with payment of service charges and ground rent		★
Advising on Deposit Deductions		★
Completion of Legal Notices <i>(Section 8, 10, 21, 48, Deed of Surrender etc.)</i>		★
Management while the property is vacant in-between tenancies		★
Organise Rent Guarantee & Eviction Protection Cover <i>(with No Excess)</i>		★
Home Emergency Cover - Free Boiler Service & Annual Certificate Included* <i>(Cover for Boiler breakdown, Central Heating, Electrical breakdown, Plumbing & Drainage, Home Security, Pest Control with No Excess) – Monthly Plan</i>		★

*RC = Rent Collection Only / FM = Fully Managed Only

LETTINGS & MANAGEMENT DUO PACKAGE

Special Offer

- ★ **10% Bundle Package Fee** (Lettings Package + Fully Managed package)
- ★ **Fees payable throughout the initial fixed term**
- ★ **No Upfront Fees**

Bundle Package Summary

Bundle Package @ 10% (Letting Service & Fully Managed Service collected monthly)

- Calculation based on i.e. 12-month tenancy and rent @ £1000 per month
- £1000 x 10% = £100 therefore £100 deducted from the rent each month
- £1000 - £100 = £900 paid to Landlord monthly

Total Service Fee of £1200 paid to Harvey W James payable throughout the initial fixed term

- Pros – No upfront cost
- Cons – 12-month contract. Our fee (i.e. £1200) will be due if you decide to terminate our management services during the fixed term tenancy.

Terms and conditions*

Bundle package offer is valid on 12 months fully managed contracts only from 1 January 2019. Offer valid on all new property lets within the promotional dates. Offer not valid for contract renewals or in conjunction with any other offer. Harvey W James reserve the right to withdraw this offer at any point without prior notice. We will try to give you as much notice as possible. No cash alternative.

Our bundle package commission is calculated at 8% of the gross rent premium or other money payable throughout the initial fixed term and any extension of it whether fixed term or periodic irrespective of whether we are instructed to act on your behalf.

All prices include VAT

Notices and Service Guide

	LS	RC	FM
Tenancy Renewal (- Letting Service – Fees will be invoiced upfront - Rent collection & Fully Managed with be taken monthly)	0% Inc VAT	2% Inc VAT	5% Inc VAT
Comprehensive Tenancy Agreement <i>New Renewal</i>	Included Included	Included Included	Included Included
Common Law Agreement <i>New Renewal</i>	Included Included	Included Included	Included Included
Securing Tenancy Deposits on Behalf of Landlord (Deposit management as per legislation 06 th April 2007)	N/A	Included	Included
360 3D Virtual Tours – Exclusive	From £100		
Professional Floor Plan	From £50		
NICEIC Electrical Safety Certificate	£120		
Gas Safe Safety Certificate	£50		
Energy Performance Certificate	£40		
Portable Appliance Testing (up to 10 items)	£45		
Key Cutting Services (2 Sets is required for management services)	N/A	N/A	At Cost
Property Visits	N/A	£25	£25
Professionally Drafted Letters	N/A	Included	Included
Email Statements	N/A	Included	Included
Annual Statements (Full income and expenditure for accounting purposes)	N/A	Included	Included
Non-Resident/ Overseas Landlords (NRL 1 / 2 Valid Exemption Certificate – Quarterly or Annual Returns)	Annual Return £195		
Rent Guarantee Insurance (6 – 12 Month Policy)	6-Month Policy: £59 12-Month Policy: £99		
Home Emergency Cover	Monthly Policies available from £13		
Legal Notice, Delivery & Proof of Posting (Section 8, 10, 21, 48, Deed of Surrender etc.)	£49	£49	Included
Emergency Repairs Float – Property Account (Above £150 Landlord authorisation required)	N/A	N/A	Included
Post Redirection Services	Harvey W James LTD will not accept any responsibility for re-direction of Mail		

Inventory Price Guide for Flats and Houses		
<i>If Service Selected</i>	Inventory & Check-In Condition Report	Check Out Report
Studio – 5 Beds	£125	£100
	Paid by Landlord at Check-In	Paid by Tenant at Check-Out*
<p>★ Inventories - A fully comprehensive report compiled at the start of the tenancy, detailing the condition and contents of the property, including digital photographs. An essential document for any tenancy.</p> <p>★ Mid Tenancy Inspections - A visit to the property during the tenancy to outline any potential problems – give peace of mind. A report with digital photographs is provided.</p> <p>★ Check Outs – (A fully comprehensive report carried out at the end of the tenancy, cross-referencing the original inventory, detailing the exact condition of the property. This allows the Landlord and Tenant to finalise the release of the deposit. When negotiating deposit disputes, both an inventory and a check out are vital.</p> <p>Most landlords ask Harvey W James to employ external inventory companies to produce an inventory for their property before the property is let. Where this applies, the tenant will be liable for a contribution towards the checkout fee when the inventory company carries out their inspection at the end of the tenancy. The checkout report forms an important part of how the return of the tenant/s security deposit is arranged. Please feel free to get in touch if you have any questions about this process.</p> <p>★ N.B. Third party contractors employed by Harvey W James LTD</p> <p>★ Inventory & Check-in Condition report service selected by the Landlords, tenants will be notified of the checkout charges. and installed into the Tenancy Agreement. *Check-out report charges will be claimed from the tenant’s deposit.</p>		

Cleaning Services for Flats and Houses	
	Cleaning Services
Studio – 5 Beds	Quote on Request
<p>★ Cleaning services available – Regular cleaning / One-off Cleaning / Carpet cleaning / End of Tenancy Cleaning / Holiday Rental Cleaning / Upholstery Cleaning / Window Cleaning / Conservatory Cleaning / Oven & BBQ Cleaning / Curtains and Blinds Cleaning / After Builders Cleaning / Gutter Cleaning</p> <p>★ Equipment – The cleaning company shall provide all cleaning supplies and cleaning equipment necessary to carry out the service. The client must provide hot running water, electricity and sufficient light at the premises where the service takes place.</p>	

The One-Stop Shop for All Home Services	
<p>★ Gardening – Garden Maintenance / Garden Clearance / Lawn Care / Tree Surgery / Pressure Washing</p> <p>★ Tradesman – Locksmith / Handymen / Builders / Plumbers / Electricians / Painter & Decorators / Furniture Assemblers Carpenters / Tilers / Renovation and Refurbishment / Plastering and Wall Boarding / Floor Sanding / Kitchen Fitting / Bathroom Fitting</p> <p>★ Waste Removal – House Clearance / Building Waste Disposal / Furniture Disposal</p> <p>★ Pest Control – Mice / Rat / Bed Bug / Cockroach / Wasp / Bird / Fumigation / Pest Disinfection / Other</p> <p>★ Appliance Repairs – Cooker, Oven, Hob and Hood / Fridge and Freezer / Dishwasher / Washing Machine and Dryer / Tumble Dryer - Get a local electric appliance repair service with 1-year guarantee</p> <p>★ Removals & Storage – Home Removals / Storage Service / Furniture Collection and Delivery / Packing Service / Moving Supplies / International Removals / Furniture Assemblers</p>	
Quote on Request	