

Wellington Lettings Service Options

1st June 2019

Services	Tenant Find Service	Professional Tenancy Management	Student Tenancy Management
Fees	£420 incl. VAT Residential or Professional let £300 incl. VAT Room by Room Shared house HMO	10% + VAT (subject to a minimum of £50 pcm) e.g In the event the monthly rent is £650 at 10% you will pay a fee of £65 + £13.00	12% + VAT e.g In the event the monthly rent is £650 at 12% you will pay a fee of £78 + £15.60
File setup & Application Processing Fee	NO	£150 incl. VAT per tenant	£120 incl. VAT per tenant
Re let Fee	NO	£90 incl. VAT	£90 incl. VAT Shared house HMO £120 incl. VAT Room by Room Shared house HMO
Free Market Appraisal of Your Property	YES	YES	YES
Details and Photos Prepared	YES	YES	YES
Property Marketed on Portals and Website	YES	YES	YES
EPC - Energy Performance Certificate	£80 incl. VAT	£80 incl. VAT	£80 incl. VAT
Viewing Package	£60 incl. VAT	YES	YES
Referencing and Credit Checks	YES	YES	YES
Legal Tenancy Agreement Drafted	YES	YES	YES
First month's Rent Collected	No Request	YES	YES
Check In	NO	YES	YES

Additional Property visits (Valuations/HMO Inspection/Surveys/Quotations)	£45 incl. VAT	£30 incl. VAT	£30 incl. VAT
Tenants Welcome Pack	NO	YES	YES
Check Out	£45 incl. VAT	YES	YES
Inspections including Report (One per tenancy)	£45 incl. VAT	YES	YES
Deposit Registration & Certificate	£30 incl. VAT	YES	YES
Gas Safety Report	£65 incl. VAT	£65 incl. VAT	£65 incl. VAT
Gas Certificate Reminders	£30 incl. VAT	YES	YES
Electrical Certificate Reminders	£30 incl. VAT	YES	YES
Immigration Check Reminders	£30 incl. VAT	YES	YES
Rent Arrears Chasing (up to 2 phone calls and one letter)	£30 incl. VAT	YES	YES
Deposit Dispute Handling including ADR process	£100 incl. VAT	YES	YES
Inventory (Electronic)	£120 incl. VAT Based on 2 bed property £20 incl. VAT per additional room	YES	YES
Maintenance	10% + VAT	10% + VAT	10% + VAT

Third Party Info. Request (e.g. Accountants/Solicitors)	£30 incl. VAT	£30 incl. VAT	£30 incl. VAT
Selective License Application Fee	£180 incl. VAT	£180 incl. VAT	£180 incl. VAT