

Letting Fees

Tenant Find Service

At this level, the letting agent's primary responsibility is to locate suitable tenants and facilitate the initial administrative tasks. This includes conducting tenant reference checks, running credit assessments, collecting security deposits, and drafting essential legal documents like tenancy agreements and inventories. The main distinction here is that the day-to-day management of the property remains firmly in the hands of the landlord. This option is ideal for landlords who are comfortable overseeing the daily affairs of their rental property.

65% of 1 month's rent (subject to a minimum of £330.00)

Includes the preparation of the Tenancy agreement.

Includes the preparation of the Deposit Prescribed Information document

Tenant Referencing Fee (per person)

**£60.00 Included
(up to 2 applicants)**

Rent Collection Service

Building upon the tenant-find-only service, the rent-collection service extends the agent's responsibilities to include collecting monthly rent payments from tenants and diligently pursuing any overdue payments. While this level of service lightens the landlord's load when it comes to financial aspects, it still leaves the day-to-day property management duties squarely on the landlord's shoulders.

8% of rent collected for the term of rental or until cancellation of the contract.

Preparation of First Tenancy agreement:

Deposit Protection & Prescribed Information Document

Tenant Referencing Fee (per person)

**£90.00 included
£75.00 included
£60.00 Included
(up to 2 applicants)**

UPTONS

Sales & Lettings

Full Management Service

Our highest level of service, the fully managed option, provides landlords with a comprehensive solution that takes care of every facet of the letting process, from start to finish. In addition to finding tenants and handling rent collection, the letting agent assumes full responsibility for the property's daily operations. This includes addressing maintenance issues, scheduling and conducting regular property inspections, and addressing tenant concerns. Landlords who opt for the fully managed service can enjoy a hands-off approach to property management, allowing them to focus on other aspects of their investments or personal lives, with confidence that their property is being expertly cared for.

**12% of rent collected for the term of rental or until
cancellation of contract.**

Preparation of First Tenancy agreement:	£90.00 included
Deposit Protection & Prescribed Information Document	£75.00 included
Tenant Referencing Fee (per person)	£60.00 Included (up to 2 applicants)

Other Fees

Tenant Referencing Fee (per person)	£60.00
Preparation of First Tenancy agreement:	£90.00
Renewal of Tenancy agreement:	£90.00
Service of Rent Increase with relevant notice:	£75.00
Preparation of Deposit Prescribed Information Document	
Inventory/Schedule of Condition:	£75.00
Studio	
1 Bedroom	£100.00
	£114.00
2 Bedroom	£126.00
3 Bedroom	£138.00
4 Bedroom	£150.00
Check Out Report:	£90.00
Additional Property Inspections – (outside management option)	£75.00
Deposit Protection:	£75.00
Taxation Service (Overseas Landlords):	£225.00 annually
Annual Rent Statement	£60.00 annually
Annual Rent Statement & Return (Overseas Landlords):	£75.00. annually
Deposit protection disputes administration	£60.00 per hour
Services of Notices (outside management option)	£90.00
Key Cutting	Value plus £8.00
Energy Performance Certificates:	£80.00

UPTONS

Sales & Lettings

Refurbishments

Schedule of Works Survey	£60.00 per hour
Insurance claim handling	£60.00 per hour
Management of refurbishments or building works on request whereby the total costs will exceed £2,000.00	10% of total of contractors invoice