

**Section Four:**

**Service & Fees**

I / we the owners of (address) .....

Have chosen the following service(s): **(Please tick where appropriate)**

**Full Management Service** @ 10.5% + VAT (12.6% inc VAT) (sole agency) of rental value per month (£1000pcm+) – If the monthly rent was £ [                      ], the fee would be £ [                      ] inclusive of VAT

@ 11.5% + VAT (13.8% inc VAT) (sole agency) of the rental value per month (up to £999pcm) – If the monthly rent was £ [                      ], the fee would be £ [                      ] inclusive of VAT

The management fee includes the following services:

Rental appraisal and report / advertising on Rightmove and Zoopla listings / accompanied viewings / accompanied check-in and check-out of tenants / collection of rents / annual periodic visits / access to 24 hour maintenance call-out / delivery of section 8 & section 21 notices / certificate reminders / access to insurance products / access to online accounts, invoices and maintenance reports

**Let set-up fee** @ £350 + vat (£420 inc VAT) up to 2 bed or £450 + vat (£540 inc VAT) 3 bed+   
payable on completion of check-in

The let set-up fee includes:

Administration of the application process / administration and protection of the deposits / administration of the agreements / an unfurnished inventory on both the check in and check out of the property / set-up of all utility accounts.

*Additionally I / we, the owners would like Tortoise Property Ltd to carry out the following pay as you go optional services when their delivery is required: (please read carefully and tick the services you would like to use. Any services not chosen as an option before the start of the tenancy and required during will have to be requested in writing).*

**Maintenance**

All maintenance works carried out will be quoted per job, including a breakdown of costs and arrangement fees, and all non-urgent work will be undertaken only after the written authorisation of the works / quotations have been signed off by the Landlord. Please note all invoices that total more than one months rent will be invoiced with a 14-day notice of payment.

Please note the arrangement of works, the supply of any materials and the administration of contractor invoicing are not included in the monthly management charge. Any charges applicable to each or any works will be set out in the authorisation of works agreement. **These normally will be a set fee of £15 + vat for arrangement and administration of works and £25 + vat for Arrangement / Supply of materials / Administration of works.**

Any urgent work required under any statutory obligations carried out or / and works managed by Tortoise Property Ltd will be charged at £35 + VAT (£42 inc VAT) for the first hour and then £25 + VAT (£30 inc VAT) thereafter. This work will only be undertaken if the landlord is not available to discuss the urgent matter through normal communication channels and there is a risk to the tenant or the property.

**Certificates**

Gas safety test @ £90 including vat per certificate  and on renewal

Gas services can be arrange @ £102 including vat per service

Check corgi registration  ually of external heating engineer @ £12 including vat when certificate supplied by landlord

Energy performance certificate @ £90 including vat (payable before advertising)

Electric safety test @ £25 + VAT (£30 inc VAT) per certificate + cost of test  and on renewal

P.A.T test @ £25 + VAT (£30 inc VAT) per certificate + cost of test  and on renewal

Fire risk assessment (requirement for all HMO's) @ £25 +vat (£30 inc VAT) per assessment + cost of assessment

Legionnaires Initial Risk Assessment POA per assessment

Legionnaires Risk Assessment Annual Review POA per review

Legionnaires Risk Review and Disinfection (should property remain empty for a period of time) POA per review and disinfection

**Furnished inventory**

Prepare & complete inventory & schedule of condition where the property is furnished (price on application)

**Solicitors & Debt Collectors**

A solicitor will be instructed to gain possession of a property where possession proceedings are required through the courts where the eviction notice cover is invalid. Quotes will be obtained and a fee of £25 + vat (£30 inc VAT) per hour (minimum charge 1 hour) will be charged to source and liaise with the chosen company + cost of the solicitor / debt collector.

**Insurance**

Please could you mark below where you would like quotes providing for specialist insurance products that protect your ongoing investment. We work with a variety of specialist insurers who offer competitive quotations for all your requirements.

Quotes for specialist buildings & contents

Quote for rent and legal insurance

Quote eviction policy (where rent and legal cover is not chosen)

Mandatory eviction services where eviction is instructed by a landlord and no cover is in place - POA

**Marketing costs**

If the property is withdrawn from the market or withdrawn by the landlord within 5 weeks of marketing the property, as it enters the market or from when the property is re-advertised for re-let, a marketing fee of £250 + vat is payable to Tortoise Property Limited to cover some of the costs of marketing.

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These prices are correct at the date of issue however these can change with one month's written notice to the Landlord from Tortoise Property Ltd Property Limited.