

Management Services Overview

Agency managed properties help to protect the interest of both the Landlord and the Tenant.

Services Provided	Letting Only Service	Full Management Service	Notes
Expert appraisal and advise on preparation of your property for the rental market including opinion of the current market conditions.	✓	✓	
Guidance and update on current and ever changing legislation and regulations.	✓	✓	
Rental valuation backed up with local comparables.	✓	✓	
Comprehensive advertising exposure and marketing of your property over multiple platforms including online & offline marketing via Rightmove, www.rightmove.co.uk On The Market, Social media, Our own website www.beechproperties.com	✓	✓	
Static window advertising at our office on to one of the busiest arterial routes to the city centre	✓	✓	
To Let board outside the property.	•	✓	
Exposure to our large database of applicant tenants.	✓	✓	
Accompanied viewings including early evenings and weekends	✓	✓	
Constructive feedback following viewings	✓	✓	
Weekly property performance review until let	✓	✓	
No Let No Fee	✓	✓	
Comprehensive tenant referencing via Goodlord, individual credit check, previous address checks, previous landlord references, accountants reference for self employed etc. Optional rent & legal expenses insurance which we recommend. (Contact us for details)	✓	✓	
Right to rent checks	✓	✓	
Preparation of assured Shorthold Tenancy Agreement	✓	✓	
Providing of How to Rent Guide to Tenants as required by law	✓	✓	
Providing copies of property related Safety Certificates & EPC	✓	✓	
Property inventory/schedule of condition including photographs (optional)	✓	✓	
Transfer of gas, electricity, water and council tax accounts.	✓	✓	
Rent collection: Collection of and transfer of first months net rent and deposit (where applicable)	✓	✓	
Rent protection / guarantee scheme		✓	See attached details.
Ongoing rent collection and arrears management including property visits, etc		✓	
Standing Order: Assist Tenants with standing order set-up for collection of ongoing monthly rent.		✓	
Housing Benefit Application: to Local Authority or Universal Credit (Department of Work & Pensions for direct rent payments for Tenants in receipt of Housing Benefits.		✓	
Electronic Transfer: Prompt transfer of your net rent payment to your bank account during month immediately following the month of collection (We do not hold a float against disbursements or maintenance on account)		✓	
Provision of monthly Landlord rent statements		✓	
Safety Certificates: Automated renewal & repeat scheduling of Gas Safety Certificate (annually), Electrical Safety Certificate (five yearly), and EPC (energy performance certificate) (10 yearly) as required by law for Private Rental Properties		✓	
Providing rent Statements to Tenants		✓	
Key cutting service (at additional cost)		✓	
Tenancy review and renewal every 6 months		✓	
Property Maintenance: Provided by our approved team of professional property maintenance contractors.		✓	
Appointments: Making appropriate appointments with Tenants and appropriate Contractors for safety certificate inspections to be carried out		✓	
Insurance and utilities supplier switching assistance, obtaining better deals for both Landlord and Tenant.		✓	
Vacant property inspections so as your property insurance policy conditions are complied with.		✓	
Service charge assistance where your property is Leasehold and part of a managed block		✓	
Key holding service		✓	
24/7 emergency tenant helpline		✓	
Check out inspection and property condition report		✓	
Processing and allocation of the deposit at the end of the tenancy		✓	

Compliance	
Safeagent accredited letting agent	
Deposit Protection provided by MyDeposit (a government approved scheme by Hamilton Fraser)	
Client money protection insurance, provided by Safeagent	
Redress scheme, provided by The Property Ombudsman	

We believe our fees are some of the most competitive in the market however negotiation may be possible depending on portfolio size or property type. Please call us to discuss your requirements and options as nearly everyone's requirements differ.

Fees	Letting Only Service	Full Management Service	Notes
Tenant find fee	£450.00	£350.00	No Let No Fee
Rent collection ongoing	N/A	On Application	Unless already negotiated, please contact us to discuss your requirements as this charge may vary
HMO Management		On Application	Houses of multiple occupancy
Rent protection insurance and Legal Protection (Optional but highly recommended)		£125.00	Six months AST
Tenancy Deposit Scheme (Mandatory) administration	£50.00	£25.00	If you have an assured shorthold tenancy, your deposit must be 'protected' in a tenancy deposit scheme
Deposit Replacement scheme	£0.00	£0.00	Paid by Tenant
Inventory preparation and photos	£75.00	£50.00	
Student properties let to a group, our fee is fixed at £140.00 per bedroom with the same minimum fee as above.	£150.00	£140.00	Per bedroom with the same minimum fee as above.
Liverpool Student Homes (LSH) advertising. Preparation and placement of your property advert with LSH. This fee is payable in advance and will be credited against our letting only fee.	£60.00	£60.00	Additional advertising on dedicated student portal (Optional)
Smoke Alarm & Carbon Monoxide Alarm inspections Between tenancies check expiry date does not fall within the next 12 months)	£25.00	£25.00	It is a legal requirement that all rental properties in England follow the Smoke & Carbon Monoxide Regulations. The regulations require you to install at least one smoke alarm on every floor of the property where a room is used wholly or partly as living accommodation The HSE strongly recommends the use of audible carbon monoxide (CO) alarms as an important precaution.
Smoke Alarms & Carbon Monoxide Alarms Replacement: Removal disposal and replacement (In addition to the inspection cost where faulty or expiring within the next 12 months)	15.00 each unit	£15.00 each unit	
Assured Shorthold Tenancy Agreement renewal (6 Months)	£75.00	£75.00	We recommend renewal of tenancy agreements at expiry, this will include a property condition inspection and market rent review which may result in increased rent for your property.
Local Authority landlord licensing scheme application where applicable	£300.00	£250.00	In addition to the Local Authority fee.
HMO (House of Multiple Occupancy) License application to Local Authority	£500.00	£350.00	In addition to the Local Authority fee.
Energy Performance Certificate (EPC) As required by law valid for 10 years.	£85.00	£85.00	Required every 10 years.
Electrical Inspection Report / Certificate (up to 3 bedroom residential property) valid 5 years	£145.00	£145.00	Required ever 5 years.
Gas Safety Inspection / Certificate	£72.00	£72.00	Annual inspection (Up to 3 appliances).
Key cutting	£12.00	£12.00	Plus cost of keys.
Utility meter top ups and debt removal where possible / applicable.	£25.00	£25.00	Plus cost of credit.
Tenancy related disbursements	At cost	At cost	
Section 8 / Section 21 Notice (Notice to Quit) preparation and hand delivery	£50.00	£25.00	Only applies where Rent Protection has been opted out of
Court document preparation and application	£175.00	£125.00	Plus the court fee Only applies where Rent Protection has been opted out of
Court attendance	£250.00	£200.00	Only applies where Rent Protection has been opted out of
Termination fee		£200.00	Based on a minimum of two months notice which may be reduced by agreement of both parties
Vacant property: Weekly property check	£20.00	£0.00	
Registered address:		£10.00	Per month
Forwarding of mail		£10.00	Plus cost of postage
NRL1 Form. Non-resident Landlord application/non assistance https://www.gov.uk/government/publications/non-resident-landlord-application-to-have-uk-rental-income-without-deduction-of-uk-tax-individuals-nrl1			