

# Letting & Management

## Fees and services explained



LONDON ESTATES

LET	LET & RENT COLLECTION	FULL MANAGEMENT
8%	10%	15%

SET-UP FEE: £200 (Including VAT)	9.6% inc VAT	12% inc VAT	18% inc VAT
1. Comprehensive referencing procedure including a credit reference on your tenant	✓	✓	✓
2. Drafting of tenancy agreement, updated with best practice and latest legislation	✓	✓	✓
3. Compliance with Right to Rent legislation	✓	✓	✓
4. Compliance with Anti Money Laundering (AML) legislation	✓	✓	✓
5. Deposit registration with TDS	✓	✓	✓
LETTING & MANAGEMENT FEE			
6. Initial valuation visit and report	✓	✓	✓
7. Assessment of your requirements	✓	✓	✓
8. Dedicated marketing through our office by experienced letting staff	✓	✓	✓
9. Details to relocation and corporate market as appropriate	✓	✓	✓
10. Advertise on Our website, OTM, Zoopla, Primelocation	✓	✓	✓
11. Exposure via our dedicated social media channels	✓	✓	✓
12. Professional photography and full floorplan + video tour	✓	✓	✓
13. Property marketed to our applicant database	✓	✓	✓
14. Viewings accompanied by a member of our team	✓	✓	✓
15. Prompt feedback to your required level	✓	✓	✓
16. Negotiation to secure the best possible tenancy on your behalf	✓	✓	✓
17. Automatic re-marketing at least 2 months before the existing tenant vacates	✓	✓	✓
18. Collect and remit initial months' rent	✓	✓	✓
19. Negotiation, in light of current market conditions, on renewal tenancy		✓	✓
20. Rent collection with rent transferred electronically		✓	✓
21. Emailed or posted monthly statements		✓	✓
22. Service of the correct legal notice as the tenancy end approaches			✓
23. Transfer of utilities and council tax at tenancy start date			✓
24. Professional inventory inspection with a comprehensive report, including photos			✓
25. Check-in of your tenant at start date with reference to this report			✓
26. Check-out of your tenant at the end of the tenancy with reference to inventory report			✓
27. Mid-term inspection of your property			✓
28. Handling all repairs and maintenance, liaising with tenant and contractor			✓
29. 24/7/365 management			✓
30. Payment of service charge and ground rent on your behalf			✓
31. Hold Keys throughout the tenancy			✓
32. Energy Performance Certificate (EPC) provided			✓
33. Gas Safe Certificate provided			✓
34. Negotiations on dilapidations			✓

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