

**Ten Property Agents Limited**  
**Our Services & Fees**

**Fully Managed Service**

Our Fully Managed Service under ARLA regulated tenancy agreement. Fees are charged at 9.6% (including VAT) of the monthly rental income (8% + Vat). This will be deducted by the agent from the rent received on a monthly basis.

Please note that we do not charge extra for managing maintenance or on the occasional need to visit the property to supervise works.

Our service is built on quality and recommendation with strong partnerships between Landlord, Agent and Tenant at all times.

Please see below schedule confirming what is included for each package.

| <b>Service Offered</b>                               | <b>Tenant Find</b> | <b>Fully Managed</b> |
|--|--------------------|----------------------|
| 1 Tenant Find  | √                  | √                    |
| 2 Draw up Tenancy Agreement                          | *                  | √                    |
| 3 Administration of Deposit                          | N/A                | √                    |
| 4 Collect Monthly Rent                               | N/A                | √                    |
| 5 Rent Guarantee                                     | *                  | *                    |
| 6 Interim Property Visits                            | N/A                | √                    |
| 7 Maintenance Management                             | N/A                | √                    |
| 8 Continuation of Tenancy                            | *                  | √                    |
| 9 Termination of Tenancy                             | *                  | √                    |
| 10 Production of Inventory / Schedule of Condition   | *                  | *                    |
| 11 Tenant Check In                                   | *                  | √                    |
| 12 Gas Safety Certificate                            | *                  | *                    |
| 13 Electrical Certificate                            | *                  | *                    |
| 14 EPC   | *                  | *                    |
| 15 Legionnaires Risk Assessment                      | *                  | *                    |
| 16 Buildings / Public Liability / Contents Insurance | *                  | *                    |
| 17 Empty Property Supervision                        | *                  | √                    |
| 18 Production of monthly Statement                   | N/A                | √                    |

\*These services are optional extras and can be offered at an additional charge as detailed in our attached schedule of fees

**Tenant Find Only Service**

Our Tenant Find Only Service is charged at 60% (including VAT) of the first months rental income.

The agent will deduct this prior to paying the remainder to the Landlord following the Tenant(s) moving into the property. Please note that this is subject to a minimum fee of £350 (including VAT).