



MARK TUNSTALL
PROPERTY

**Lettings Service: 13.2% (inc VAT) of rent for lets of 6 months or longer
24% (inc VAT) of rent for lets shorter than 6 months**

- Market your property on our website and others
- Accompany prospective tenants on viewings
- Negotiate and submit offers received and finalise terms
- Take up references
- Prepare and submit a tenancy agreement to you and the tenant
- Collect and hold a deposit as stakeholder in a client account
- Register deposit with the TDS where required
- Collect and remit rent
- Deduct any pre-tenancy invoices
- Make any necessary HMRC deductions
- Liaise with utility suppliers when the tenant occupies the property
- Prepare statements
- Operate a rent arrears process
- Contact you and the tenant regarding any renewal or termination
- Negotiate renewal, prepare and submit any documentation

Management Service: 7.2% (inc VAT) of rent

- Administer ground rent and service charges
- Deal with day-to-day management matters
- Retain a working fund
- Instruct independent inventory clerks
- Arrange routine repairs and instruct approved contractors
- Arrange annual Gas Safety reports, Electrical Safety Tests and Energy Performance Certificates
- Instruct professional cleaners

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- Investigate matters relating to the property
- Property visits at least twice annually
- Advise you on any damages or compensation due from the tenant
- If compensation is due liaise with you and the tenant outlining details of the claim and making necessary, deposit deductions
- Liaise with utility suppliers

Void Management Service: variable

This service is a minimum of £240 per month (inc VAT), and we will quote for each property on an individual basis.

If we are instructed to oversee works, we reserve the right to charge a fee of 12% (inc VAT) of the total cost of that work.

- Visit the property not less than once in every four week period to ensure that everything appears to be in good order
- Liaise with insurance companies if appropriate
- Liaise with utility suppliers
- Arrange cleaning if required
- Organise contractors
- Run all water outlets
- Reset the burglar alarm if required

Additional Non-Optional Fees and Charges (Irrespective of Level of Service)

- Tenancy Deposit Scheme: £30 (inc VAT)
 - Registering the deposit with the TDS at the start of the tenancy and annually thereafter where required
 - Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the start of the tenancy



- Inventory Make and Check in: Variable
 - Prices are supplied by individual inventory companies and charges are dependent on the content and size of the property
- Accompanied visits: £120 per hour (inc VAT)
 - If we accompany a contractor a selected or instructed directly by you to the property
- Insurance Claims: £240 (inc VAT)
 - Assist you with an insurance claim in respect of the Property
- Deposit Disputes: £240 per hour of staff time (inc VAT), with a minimum of one hour
 - If we assist you with a claim to recover your deposit registered with The Dispute Service (“TDS”)
- Abortive tenancy fee: £480 (inc VAT)
 - Administration fee due to us if offer terms have been agreed, a tenancy agreement has been drawn up and you inform us you no longer wish to proceed
- Renewal fee: 12% (inc VAT) of the total rent
 - Advise on market conditions and provide rent review
 - Contract negotiation, amending and updating terms and arranging further tenancy and agreement
- Sale of the property to a Tenant of Third Party: 2.4% (inc VAT) of the agreed sale price

IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK A MEMBER OF STAFF AT MARK TUNSTALL PROPERTY