

Pre-tenancy costs and pre-tenancy work

Cost of pre-tenancy administration and comprehensive tenant check are detailed below in the terms of business charges.

As a guide to the pre-tenancy preparation and work we carry out on your behalf, this can include: -

- Initial professional market appraisal and valuation, to include a detailed presentation of the services we offer
- Give advice on required certifications, legal obligations
- Carry out a visual check on the property and offer our professional advice – on any improvements
- Guide landlords on what to do and when
- Preparation of full, high quality marketing details
- High quality photographic images
- Floor plan design
- When the property is market ready, utilization of our extensive database to market your property
 - direct mailing of your property to individuals
 - registration and vetting of applicants pre-viewing
- Accompanied viewings, travel to-from- viewings until such time the property is let
- Enter into negotiations and manage offers
- Administration & collation of application forms
- Preparation for submission of paperwork
- ID verifications to obtain references
- Right to Rent checks (**legal requirement**)

When the references are completed, if satisfactory

- Carry out contract preparation and booking of mutually agreed signing
- Collate relevant paperwork and legal documentation for issue with contracts
- Collect initial rent and deposit
- Organise Inventory and check-in for property hand-over
- Account preparation for landlord or the designated receiver of the accounts

All of which is carried out on your behalf upfront of the property management.

Terms of Business - Landlord Service charges

<u>Start of Tenancy</u>		All prices include VAT
Management commission Fee	Mandatory – 10 % plus VAT on achieved rent	
Pre-tenancy administration	Mandatory on all service packages	Per appl. £150.00
Deposit Registration	Where applicable – non-managed	£60.00
Inventory with Schedule of Conditions, check-in & check-out (inclusive of all three)	Mandatory contribution (dependent on size of property, see landlord guide**) Available for managed service only	From £120.00**
Energy Performance Certificate	If applicable, legal requirement	£75.00
Gas Safety Certificate	If applicable, legal requirement	£54.00
Rent & Legal Cover (12-month policy)	Subject to t's & c's of provider	£96.00
Let only service *minimum 12 months	7% + vat on full value of contract	
Pre-tenancy cost	*see cancellation section in event landlord withdraws	POA
<u>Mid & End of Tenancy</u>		
Additional Property Inspection Report	First 2 reports Per annum included within Full Management Service	£30.00
Tenancy Renewal	Full Management Service Only	£60.00
Re-referencing for renewals	Full Management Service Only	Per appl. £150.00
Tenancy Renewal	Let Only	£250.00
Tenancy Renewal & Re-referencing	Let Only & Rent Collection Service Only	£400.00
Legal Notice Service	Including proof of postage (Full Management Service Only)	£30.00
Preparation of legal paperwork	Bundle to be produced in triplicate	£75.00
Court Attendance	If required by Agent (Fully Management Service Only)	£180.00
3 RD Party Appointment Management	Attending appointments on behalf of the landlord, or a sit and wait service	Per hour £30.00
Duplicate Statements / Documents	Per item supplied	£10.00
End of Tenancy Deposit Management	Full Management Service Only – Prolonged negotiations, or attendance for trades additional work, quotes, giving access – post tenancy	Max £90.00
<u>Additional / Optional</u>	These additional services are provided by external sources and the cost of which is not dictated by Shepherd	
Legionnaires Risk Assessment	LOFT access is required for this inspection	£72.00
Smoke detector / monitor	Supply, fit & test (Not mains wired)	£55.00
CO2 Monitor	Supply, fit & test	£55.00
Gas Safety Certificate	Let Only & Rent Collection Service Only (incl test and admin charge)	£80.00
GSC & Boiler Service		POA
Fixed Wire Electrical Safety Test	Approx. for 2-3 bed dwelling	From £120.00
Portable Appliance Test (PAT test)	Up to 10 appliances	POA
Additional Photography services	<i>Aerial or bespoke photos</i>	<i>£180.00</i>
	3D video	POA
Reduction of Lettings service	Managed to Self-managed. 7% + VAT – total incl. VAT is:	8.4%
Withdrawal fee	See section on cancellation for relevance of when this applies	£180.00
<u>Sales</u>		
Residential Sale	Based on final sold price (Marketed by Shepherds or Fine and Country) – INCLUDING VAT	1.00%
Residential Sale	To current or previous tenant – 0.65% plus VAT	Approx. 0.78%
<p>** Prices are subject to change. Shepherds cannot control prices of external trades people. Disclaimer: Reasonable measures have been taken to ensure these details are correct but Shepherds cannot be held responsible for legal changes or third party errors. Please seek additional details or advice if you are in any doubt **</p>		