

### A guide to the pre-tenancy preparation: -

- Initial professional market appraisal and valuation, to include a detailed presentation of the services we offer
- 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 & detailed room measurements
- 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 - \*subject to terms
- Enter into negotiations and manage offers
- Administration & collation of application forms
- Preparation for submission of paperwork
- ID verifications to obtain references
- Collection and handling of time sensitive holding deposits
- Release draft contract & paperwork – best practice (working towards legal obligation)
- Right to Rent checks (legal requirement)

When the references are completed, if satisfactory

- Carry out contract preparation
- Manage contract signing appointment (45 minutes)
- Collate relevant paperwork and legal documentation for issue with contracts
- Collect initial rent and deposit (collection of deposit on managed service only)
  - Or provide landlord bank info – for non-managed, for transfer
- Organise Inventory and check-in for property hand-over – managed service only
- Account preparation for landlord or the designated receiver of the rent
- Diaries all time-sensitive services, inspections & certificates - forward

All services carried out on behalf of landlords, prior to the start of the tenancy.

Applicable and available only to FULL MANAGED service only - A full Inventory and schedule of condition Service by a Professional Accredited Independent – Landlords are required to pay a contribution charge towards the cost.

Contributions are as follows:-

- a. Studio — 2 bed properties - £100 + vat contribution = £120.00 \*
- b. 3—4 bed property (average size) - £150 + vat contribution = £180.00 \*
- c. 4—5 bed detached or executive homes - £200 + vat contribution = £240.00 \*
- d. Luxury, bespoke homes, large estates, property with annex/out-buildings or land are subject to increased prices – please ask for further details

\* As a guide - Average cost of Inventory on 1 bed flat £110. Check in on a 1 bed £50 Check out on a 1 bed £60

+

**Total cost to Shepherds on a studio / 1 bed = approx., £220.00**

<b><u>Start of Tenancy</u></b>	<b>Terms of Business - Landlord Service charges</b>	<b>Prices include VAT</b>
<b>Full Management commission Fee</b>	<b>Mandatory – 10 % plus VAT</b> (12% gross) calculated on achieved rent	
New property set-up & take-on fee	<b>Mandatory</b> on all service packages – payable in advance	£200.00
Pre-tenancy administration & tenant reference	<b>Mandatory</b> on all services - including professional ref service	Per appl.£90.00
Deposit Registration	Included in fully managed service only	
Inventory with Schedule of Conditions, check-in & check-out	<b>Mandatory</b> contribution – this service is only offered on managed tenancies (dependent on size and scope of property/grounds, see landlord guide*)	From £120.00*
Energy Performance Certificate	Legal requirement. Only arranged for fully managed service	Approx. £75.00
Gas Safety Certificate	Legal requirement. Only arranged for fully managed service	Approx. £54.00
Withdrawal fee	See section on cancellation for relevance of when this applies	POA
Rent & Legal Cover (12-month policy)	Subject to t&c's – see provider	Approx. £96.00
<b>Let only service *minimum 12 months</b>	<b>7% + vat on full value of contract</b> (8.4% gross)	
New property set-up & take-on fee	<b>Mandatory</b> on all service packages – payable in advance	£200.00
Pre-tenancy administration & tenant reference	<b>Mandatory</b> on all services - including professional ref service	Per appl.£90.00
Deposit Registration	<b>Non managed</b> when LL uses Shepherds to lodge deposit	£60.00
Withdrawal fee	See section on cancellation for relevance of when this applies	POA
<b><u>Mid &amp; End of Tenancy &amp; additional or optional services</u></b>		
Additional Property Inspection Report	First 2 visits & reports, per annum incl. 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 Service - incl Right to Rent checks	£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 (full managed service only)	£75.00
Court Attendance on behalf of landlord	If required (Fully Management Service Only) + reasonable costs or expenses	From £180.00
3 <sup>RD</sup> Party Appointments / management	Attending appointments on behalf of the landlord/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 – Post tenancy work, negotiations, attendance for trades, additional work, giving access, caretaker role	Per house £30.00
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: (Relevant Notice in writing required)	8.4%
Withdrawal fee	See section on cancellation for relevance of when this applies	From £180.00
<b><u>Sales</u></b>		
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 are not responsible nor control prices of external or third-party trades people.  Disclaimer: Reasonable measures have been taken to ensure these details are correct. 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>		