

## FIRST CHOICE MOVE FEE SCHEDULE

SERVICE LEVEL	FULL MANAGEMENT	RENT COLLECT	LET ONLY
Advising as to the likely rental income			
Advertising and generally marketing the Property			
Interviewing prospective tenants and taking up full references including bank reference, and employer or previous landlord character reference. Where necessary, additional security would be requested by means of a guarantor. In the case of a company, a full bank reference would be taken.			
Preparing the tenancy agreement necessary for the Landlord to gain protection of the relevant Rent and Housing Acts.			
Liaising with a Landlord's mortgagees where necessary with regard to references and tenancy agreement			
Taking a deposit from the Tenant and paying into a deposit protection scheme.			<b>£24</b>
Dealing with this deposit under the requirements of the chosen deposit protection scheme until the end of the tenancy when the Property and contents have been checked for unfair wear and tear and handling any termination issues with the Tenant and the tenancy deposit scheme provider.			<b>X</b>
Collecting the Rent monthly and paying over to the Landlord monthly (normally sent within 15 days of collection) less any fees or expenses due or incurred for the period. Payments will be made by direct bank transfer and a detailed rent statement will be forwarded to the Landlord.			<b>X</b>

Arranging with service companies (principally electricity gas & water) for meter readings and advising them of the transfer of service contracts to the Tenant at the beginning of each tenancy.		<b>X</b>	<b>X</b>
Regular inspections of the Property are carried out on a quarterly basis. Responsibility for and management of empty property is not normally included, and will only be carried out by special arrangement agreed in writing between the Landlord and the Agent.		<b>£24</b>	<b>£24</b>
Coordination of repair or maintenance including arranging for tradesmen to attend the Property and obtaining estimates where necessary, supervising works and settling accounts from rents received.		<b>X</b>	<b>X</b>
Making payments on behalf of the Landlord from rents received for costs in managing the Property, such as maintenance and repairs.		<b>X</b>	<b>X</b>
Carrying out a full property inspection and inventory check at the end of the tenancy and, if necessary, preparing and agreeing a schedule of costs relating to any damage or unfair wear and tear prior to releasing the Deposit.		<b>£90</b>	<b>£90</b>
Collecting and forwarding Landlord's mail		<b>X</b>	<b>X</b>

NON-OPTIONAL SET UP FEES AND CHARGES <b>INCLUDING VAT.</b>	SET UP	MONTHLY FEE
Let Only	£358.80	N/A
Rent Collect	£300.00	10% of rent (min £35 pcm)
Full Management	£300.00	12% of rent (min £45 pcm)

<b>ADDITIONAL FEES INCLUDING VAT.</b>
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Additional property visits	£50	Court attendance	£72
Tenancy renewal fee	£60	EPC	£98
dis-instruction during a tenancy first choice move have set up	£240	Preparation of a section 8, 12 or 21 notice	£36(let only)
Duplicating and testing keys	£12	Gas Safety Certificate	£72
Obtaining more than two quotes for work needed.	£24	Withdrawing property after application has been processed.	£120

Inventory/ Schedule of condition	1-2 beds £90	3 Beds £100	4 + Beds £120
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