

	Fully Managed Service
<b>New HMO Setup Fee</b> <ul style="list-style-type: none"> <li>Property marketing advice &amp; strategy</li> <li>Property web marketing, advertising boards, email marketing</li> <li>License applications and compliance management</li> <li>Accompanied viewings for prospective Tenants</li> <li>Drawing up Tenancy Agreements</li> </ul>	£250
<b>Monthly Full Management Service Fee</b> <ul style="list-style-type: none"> <li>Weekly Inspections of property communal areas</li> <li>Quarterly inspections of Rooms</li> <li>Client accounting &amp; arrears management</li> <li>Tenancy rent reviews &amp; renewal negotiation</li> <li>Re-letting of rooms when vacant</li> <li>Full referencing checks on potential Tenants</li> <li>Routine repairs and maintenance management</li> <li>Arranging annual gas safety certification**</li> <li>Arranging annual fire safety certification**</li> </ul>	10%
<b>Full Room Inventory &amp; Schedule of Condition*</b> <ul style="list-style-type: none"> <li>Including Legionnaires Risk Assessment</li> </ul>	£50
<b>Tenant Deposit Protection Administration Fee</b> <ul style="list-style-type: none"> <li>Deposit Protection Scheme</li> </ul>	FREE
<b>Tenancy Renewal Fee - New AST Requested</b>	FREE
<b>Energy Performance Certificate (including Floorplan)</b>	£90
<b>Quarterly Room Inspections</b>	FREE
<b>Rent Guarantee Cover</b> <ul style="list-style-type: none"> <li>Subject to satisfactory Tenant references being received</li> </ul>	POA
<b>Check in/Check out Fee</b>	FREE
<b>Serving Notice seeking possession</b>	FREE
<b>Attending Court for possession hearings***</b>	£250

All fees will be subject to VAT at the applicable rate

\* Should the Landlord opt out of the Inventory and schedule of condition report then the Agent would not protect the Tenant deposit in the TDS or DPS. The Landlord would have to make arrangements to protect the Tenant deposit and to deal directly with any dispute at the end of the tenancy term.

\*\* This covers safety check arrangement and document management, it does not include the cost of the initial check or any subsequent remedial work required.

\*\*\* This covers the cost of Embassy Lettings and Management Ltd representation at court, hearings but does not cover the cost of Solicitors attendance or court fees.