

Andrew Lees Lettings – Service Levels & Fees



Tel: 01278 418 001



Residential Lettings
& Property Management

Price List – All Fees Plus VAT * Minimum Fee Applies £25.00	Management Service	Let Only
Tenancy set-up fee	£195	75% Of First Month's Rent – Subject To A Minimum Fee Of £420
Tenancy re-let fee	£195	
Monthly management fee	10%	
Protection & management of Tenant(s) deposit with DPS	£25	£25
Energy Performance Certificates (EPC)	£60	£60
Gas Safety Certificate (GSC)	£75	£65
Periodic Inspection Report (PIR)	£165	£165
Service Levels		
Mortgage advice available	✓	✓
Building & contents insurance available	✓	✓
We work on your instruction only	✓	✓
Visiting you at your property and providing a rental valuation and any other advice which you may require about letting your property	✓	✓
Advertise your property online by andrewleeslettings.co.uk + submitted to over 50 partner websites including Rightmove & Zoopla	✓	✓
Advertise in the local press	✓	✓
All viewing enquiries will be handled by us	✓	✓
Reference and vet tenants	✓	✓
Arrange for an inventory and schedule of condition of the property and its contents to be drawn up	✓	✓
Provide a tenancy agreement on your behalf	✓	✓
Collect the deposit	✓	✓
Register your deposit with a Government backed scheme	✓	✓
Manage the transfer of utilities	✓	✓
Collect the rent each month and produce "Chaser" letters when overdue	✓	
Act as stakeholder/Agent in any damage disputes	✓	
Handle maintenance issues using approved contractors	✓	
Conduct management visit and manage tenancy issues (£15 per visit)	✓	
Checking tenants out as required, re-lettings and continuing the process with minimum of vacant periods to ensure that you receive the optimum return from your property	✓	
You have access to our customer services/support by phone or email	✓	
We are here to help you at any time at any stage of letting your property	✓	

