



Full Property Management

1. Full Property Appraisal to include advice and recommendations.
2. Free Advice as to the likely monthly rental income.
3. Completion of Money Laundering I.D. Copies stored and held on file.
4. Completion of Right to Rent I.D. Copies stored and held on file.
5. Referral and arrangement of Energy Performance Certificate (EPC) (at additional cost to third party).
6. Referral and arrangement of Floorplan (at additional cost to third party).
7. Referral and arrangement of Virtual Tour (at additional cost to third party).
8. Comprehensive marketing and advertising both locally and through portals to include averyea.co.uk.
9. Free erection and display of an 'Avery Let' Board at your property.
10. Personal tenant match through our software technology and personal contact with applicants.
11. Accompanied Viewings, regular feedback provided.
12. Interviewing prospective tenants, until a suitable tenant is found. Completion of Tenancy Application.
13. Stringent Referencing and Credit Checks via an approved reference agency.
14. Interviewing and Referencing a Guarantor (if needed) through approved reference agency.
15. Refer Landlord to Approved Reference Agency for Rent Guarantee and Legal Cost Cover, as per our Terms of Business.
16. Preparation and Completion of Tenancy Agreement.
17. Preparation & Completion of Inventory.
18. Register Landlord and Tenant details and protect the security deposit with the Deposit Protection Scheme a government authorised scheme.
19. Arranging, Receiving and Transferring first month's full rent in advance following Tenant Check In (minus all applicable fees).
20. Accompanied Tenant Check In.
21. Arrangement and Completion of Standing Order form, Inventory and Tenancy Agreement for Tenants completion, signature & return.
22. Reading & recording of supply meters.
23. Prepare and provide full Landlord Pack – Contains all documents relevant to the Tenancy.
24. Prepare and Provide Full Tenant Pack – Containing all documents relevant compliant and legally obligated to provide to the Tenants.
25. Create and store personal property file – storing copies of all relevant and Legal Documents and correspondence relating to the tenancy. Arrange and transfer monthly rent, on receipt of cleared funds to Landlord (minus fees). Provide Landlord with monthly invoice.
26. Monitor and chase any late rental payments, and feedback to Landlord. Conduct quarterly Inspections of the property and provide report to the Landlord.
27. Arrange and administer routine and emergency repairs and maintenance, as per our terms of business. Prompt and organise annual safety tests and reports where required.
28. Provide ongoing guidance on compliance and legislation changes to Statutory Provisions and Letting Consents. Prepare and administer any notices where required. Prepare and provide annual rental income to the HMRC on Landlords approval.
29. Prompt and refer Landlord to approved Reference Agency for renewal of Rent Guarantee and Legal Cost Cover as per our Terms of Business. Arrange end of Tenancy Tenant Check Out collection of keys and provide Inventory to Tenant for sign off.
30. Liaise with Tenant and Landlord any disbursement of the security deposit in readiness for return of deposit. Arrange with Deposit Protection Scheme the return of deposit as agreed between Landlord and tenant.
31. Remit any disputed amount to the Deposit Protection Scheme (DPS) for final adjudication between Landlord Tenant and the DPS (when applicable) * Additional administration charges may apply where paperwork and evidence is required.
32. Reading and recording of supply meters within Check Out inventory. Sign off and Close & Archive File on Check Out Tenancy in readiness for New Tenancy.

Tenancy set up fee at £100.00 + VAT (total £120.00 including VAT). Management fee 10% plus VAT (12% including VAT) per month

Additional charges sourced from third party: Legionnaires Certificate, Gas Safety Certificate, Electrical Installation Conditioning Report, P.A.T. Certificate. Price on application the above are referred and sourced from a third-party provider of which we may earn a fee from and are outside of the set-up tenancy fee and monthly management fee. Additional administration charges may apply outside the full management service. Charges quoted are subject to change. Our service list and charges are provided for information purposes only and is not an exhaustive list. It is not intended to constitute legal or other professional advice or be a legally binding document. You are recommended to seek legal or professional advice prior to entering into any kind of tenancy agreement.



Tenant Find Only

1. Full Property Appraisal to include advice and recommendations.
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6. Referral and arrangement of Floorplan (at additional cost to third party).
7. Referral and arrangement of Virtual Tour (at additional cost to third party).
8. Comprehensive marketing and advertising both locally and through portals to include averyea.co.uk.
9. Free erection and display of an 'Avery Let' Board at your property.
10. Personal tenant match through our software technology and personal contact.
11. Accompanied Viewings, regular feedback provided.
12. Interviewing Prospective Tenants, until a suitable tenant is found. Completion of Tenancy Application.
13. Stringent Referencing and Credit Checks via an approved reference agency.
14. Interviewing and Referencing a Guarantor (if needed) through approved reference agency.
15. Refer Landlord to Approved Reference Agency for Rent Guarantee and Legal Cost Cover, as per our Terms of Business.
16. Prepare full, deposit compliant, Inventory and Tenancy Agreement for both party's agreement and signature.
17. Collect first month's rent and deposit and store within Avery Deposit Protection Scheme.
18. To meet tenant at the property at beginning of tenancy ensuring that they are checked into the property correctly and take meter readings and ensure that inventory is agreed.
19. Prepare and provide full Landlord Pack – Contains all documents relevant to the Tenancy.
20. Prepare and Provide Full Tenant Pack – Containing all documents relevant compliant and legally obligated to provide to the Tenants.

Note: Tenant Find is specifically for Landlords who have chosen to arrange and manage, themselves, the tenancy, the day to day management, compliance, maintenance and any other aspects relating to the tenants and the property throughout the duration of the tenancy. Avery Estate Agents have no further involvement, responsibility or liability whatsoever after the Tenant is found and referenced.

Landlord Fees: Full Tenant Find Only Service: 50% of the first month's rent + VAT.

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Additional administration charges may apply outside the tenant find only service. Charges quoted are subject to change. Our service list and charges are provided for information purposes only and is not an exhaustive list. It is not intended to constitute legal or other professional advice or be a legally binding document. You are recommended to seek legal or professional advice prior to entering into any kind of tenancy agreement.



Service to Tenants

Each applicant applying for tenancy must be over 18 years of age to reside at the property to qualify for the tenancy.

Every person residing at the property who is 18 years and over must be referenced.

1. Interviewing Prospective Tenant.
2. Provide Tenancy application for completion.
3. Providing Tenants Completion of Information to the Landlord for instructions to proceed.
4. Interview and Complete Money Laundering identification.
Copies of personal I.D. of each applicant stored on file.
5. Interview and complete Right to Rent identification. Copies of personal I.D. of each applicant stored on file.
6. Refer and provide Tenants details to approved Referencing Agency to include:
 - a. Credit Check
 - b. Income and Affordability Check
 - c. Landlord Personal Reference
 - d. Employers Reference
7. Upon references being satisfied the tenancy set up process will begin with draft tenancy documents being set up for approval by both landlord and tenant.
8. Full detailed Inventory will be prepared for the property to coincide with the deposit monies that will be held with Deposit Protection Scheme.
9. Tenant Check in Appointment where all necessary paperwork and inventory will be gone through and all meters read and keys handed over.
10. Full compliant tenant pack will be provided to tenants.

Deposit and Rent

Prior to the tenancy beginning the tenants will be required to make payment of first month's rent in advance and one month's rent which will be held as deposit for the duration of the tenancy within Deposit Protection Scheme.