

Our Services

CHURCHFIELD offer four levels of services, charged at varying rates, as set out below: -

A. **FULLY MANAGED SERVICE**

Under this service our fees are collected upon receipt of rental payments. The service includes: -

- Tenant Selection
- Referencing (£45.00 + VAT per Applicant) Please Advise if you require this service.
- Preparation of the Tenancy Agreement (separate charge) Please advise if you require this service.
- Preparation of an inventory if required (separate charge) Please advise if you require this service.
- Monthly rent collection
- Statements of account
- Execution of any necessary repairs (subject to prior arrangement with the landlord)
- Arranging the Landlords Gas Safety Certificate (if applicable – separate charge)
- Protection of the tenants deposit under the DPS (if applicable – separate charge)

B. **RENT COLLECTION SERVICE**

As per the Fully Managed service, our fees are collected upon receipt of rental payments. The service includes: -

- Tenant Selection
- Referencing (£45.00 + VAT per Applicant) Please Advise if you require this service.
- Preparation of the Tenancy Agreement (separate charge)
- Preparation of an inventory (separate charge) please advise if you require this service.
- Monthly rent collection
- Statements of account
- Arranging the Landlords Gas Safety Certificate (if applicable –separate charge)
- Protection of the tenants deposit under the DPS (if applicable – separate charge)

C. **INTRODUCTION ONLY**

A one-off fee is charged for introducing a tenant to a landlord. Minimum fee applies unless otherwise stated. This service includes: -

- Marketing
- Tenant selection
- Referencing (£45.00 + VAT per Applicant) Please Advise if you require this service.
- Preparation of the tenancy agreement (separate charge) please advise if you require this service.
- Preparation of an inventory (separate charge)
- Transfer of residue rents and deposit to landlord
- Protection of the tenants deposit under the DPS (if applicable – separate charge)

D. **VOID MANAGEMENT**

This is a flexible service designed for empty periods between letting or whilst a property is on the market for sale. It is designed to give the landlord peace of mind whilst the property is vacant (Please note that insurance companies must be notified of any empty periods). This service includes: -

- Regular visits – Frequency to be agreed. Please advise if you require this service.
- Repairs (if necessary)
- Maintenance of a small "float" and payment of outgoings
- Refurbishments (chargeable by separate arrangement)

Our Charges

Unless otherwise stated on the acceptance form, our standard charges for these services are as follows;

FULLY MANAGED: 14.5% Inc. VAT (Rent collection included)
Fee deducted on a monthly basis from the rental amount.

RENT COLLECTION ONLY: 6% Inc. VAT.
Fee deducted on a monthly basis from the rental amount.

INTRODUCTION ONLY: 18% Inc. VAT of the headline annual rent for the premises.
Minimum fee of £1800.00 Inc. VAT

MID TERM INSPECTIONS: (Included in Fully managed service) or £60.00 Inc. VAT per inspection.

WHEN YOU DECIDE TO SELL YOUR INVESTMENT: Churchfield will offer you a free selling service.
(Unless sold to the tenant or associated party).