

PIIM Property

Property Management

Find a Tenant - 50% of rental amount

Advertise the property – erect board, Portal, Website, Social Media.

Carry out viewings

Arrange 3rd party comprehensive referencing including Right to Rent

Prepare all documents including tenancy agreement

Collect first months rent and security deposit

Arrange fully signed Inventory

Liaise with tenant at end of tenancy

Finalise details for release of deposit, including organising cleaning/repairs as needed.

Full Management of Properties – 10% (no vat at this time)

As above, plus:

Contact Utilities providers and Council Tax Department of any tenancy changes

Arrange safety certificates as necessary

Ensure deposit is registered in a scheme, provide Prescribed Information and Certificate

Pay monthly rent payments directly to Landlord and provide a full monthly statement

Pursuance of non-payment of rent and provide advice.

Notification of Non-Resident Tax Status and making HMRC deductions.

Carry out property inspection every year during the tenancy to check general condition

If required by Client, obtain quotes for works

Arrange all maintenance repairs to be carried out by approved contractors

Settle contractor invoices and bill accordingly

Bespoke Management (As required)

For Landlords who want advice or remain involved with their residential letting. This solution allows landlords to choose and obtain assistance they need help with. This not only minimises their costs, but also gives them an insight into the value of instructing a property management professional.

Additional Services (As required)

Tenant Referencing Fee (per applicant)		£ 30.00
Rent Review Fee		£ 25.00
Tenancy Renewal		£ 75.00
Smoke Alarm Installation (one battery detector)		£ 50.00
Carbon Monoxide Alarm Installation (one battery detector)		£ 50.00
Key Cutting (+ cost of keys)		£ 10.00
Selective Licence Application		£ 70.00
Additional Property Inspection during term		£ 50.00
Checking on vacant property	from	£ 30.00
Quarterly Submission of Non-Resident Landlords to HMRC		£ 10.00
Annual Submission of Non-Resident Landlords to HMRC		£ 30.00
Arrange safety certificate – nb does not include contractor cost	each	£ 10.00
Collection of Keys from another agent and hold		£ 30.00
Provide comparable data report		£ 20.00

Contractor Commission We reserve the right to make a commission charge to any contractor instructed on client's behalf of 10% of net cost of work. This is invoiced direct to contractor.

Occasionally, we are asked to do complete renovations of properties:

Property Management of Refurbishment Works – 10% of overall cost

This includes ensuring contractors are carrying out works in agreement with the specification given, dealing with issues on-site to maintain deadlines and retaining any manuals, warranties and guarantees.