

OUR SERVICES

1) Full management £550+vat (£660 inc vat) - the most cost effective and secure way to let your property.

The ultimate service to minimise your stress as a landlord. We look after everything for you to keep you a step ahead of legislation and lower the risk of legislation omission, rent defaults and damage to property. We ensure the smooth running of the tenancy including implementing annual increases and dealing with utilities during the void periods to ensure that your utility billing is correct. We inspect the property every 3 to 4 months and deal with all issues.

Number of properties in portfolio	Management fee exc vat	Management Fee Inc of vat
1	11.5%	13.8%
2-4	10.5%	12.6%
5-9	9.5%	11.4%
10+	8.5%	10.2%

2) Letting only £550+vat (£660 inc vat) for the professional landlord that has full knowledge of legislation but wishes to use Stuarts for deposit protection and legal documents. This service does the ground work initially offering additional optional services if required., but then the landlord manages everything after move in themselves.

Comparable table of services included for each service

	Full Management Service	Letting Only Service
Market appraisal	✓	✓
To Let Board	✓	✓
Property detail including photos and brochure	✓	✓
Advertising on major portal(s)	✓	✓
Accompanied Viewing	✓	✓
Move In process - meet and sign TA etc	✓	✓
Collection of 1st months rent	✓	✓
Collection of deposit	✓	✓
Issuing Required documents	✓	✓
Registration of deposit	✓	✓
Issuing Prescribed information relating to deposit	✓	✓
Deposit return (subject to no deductions)	✓	✓
Deposit single claim process in event of dispute	✓	x
Referencing	✓	Optional extra
Inventory (Online with colour photos and date stamped)	✓	Optional extra
Collection of subsequent months rent	✓	Optional extra

Regular property inspections	✓	Optional extra
Pre Move out inspections	✓	Optional extra
Move Out process	✓	Optional extra
Renewal tenancy agreements (to fix tenancy term)	Optional extra	Optional extra
Inform utility companies at start of tenancy	✓	x
Implementing annual rent increases	✓	x
Inform utility companies at end of tenancy	✓	x
Cross check all invoices received before processing	✓	x
Administer complaints to utility companies	✓	x
Arranging certifications GSC, LRA, EIC, PAT	✓	x
Checking smoke alarms and CO monitors	✓	x
Dealing with day to day repairs	✓	x
Liaise with contractors and LL on repairs	✓	x
Deal with complaints	✓	x
Additional inspections in event of emergency*	✓ Subject to hours stated	x
Deal with out of hours emergencies *	✓ Subject to hours stated	x
Produce monthly statement of account	✓	x
Advice and Mediation	✓	On application
Annual Non-Resident Landlord returns	Optional Extra	x
Annual statement summaries (to assist with self assessment returns)	Optional extra	x

* Out of hours means 5pm to 10pm only Monday to Friday and 9am to 3pm on Sat and Sundays. This does not include Bank holidays and therefore 'other works' charges will be chargeable on bank holidays and out of the hours stated here.

PRICE LIST	Price exc VAT	Price inc of VAT Calc @ 20%	Included for FM* Clients	Included for LO* Clients
* FM = Full management services / LO = Refers only to LO Enhanced service				
Letting fee (2% increase from 2022 fees)	£550.00	£660.00	NO	NO
Issuing Required documents in line with Deregulation act 2015	£15.00	£18.00	YES	YES
Conducting Right to Rent checks	£30.00	£36.00	YES	YES
Registration of deposit to DPS	£15.00	£18.00	YES	YES
Issuing Prescribed information relating to deposit after move in	£5.00	£6.00	YES	YES
Transfer of Deposit to LL scheme ID in event of single claim process at end of tenancy	£15.00	£18.00	n/a	NO
Referencing in accordance with Stuarts referencing criteria (please note that if LL withdraws the holding fee referencing fee is still applicable if referencing has commenced)	£55.00 per person	£66.00	YES	NO
Full photographic and date stamped Inventory	£150.00	£180.00	YES	NO
Property inspections inc report to Landlord	£65.00	£78.00	YES	NO
Pre Move out inspections inc report to Landlord	£65.00	£78.00	YES	NO
Conducting Move Out process	£220.00	£264.00	YES	NO
Renewal tenancy agreements (to fix tenancy term)	£90.00	£108.00	NO	NO
Mid-Term Tenancy change (LL fee)	£90.00	£108.00	YES	NO
Implementing annual rent increases	£65.00	£78.00	YES	NO
Issuing Copy Tenancy Agreements (LO clients only)	£35.00	£42.00	n/a	NO
Arranging certifications GSC, LRA, EIC, PAT	£25.00 per certification	£30.00	YES	NO
Additional inspections in event of emergency*	£65.00	£78.00	YES* subject to hours stated	NO
Advice and Mediation	on application	-		
Annual Fee - Resident Landlord returns (if tax deducted at source i.e. no exemption certificate)	£75.00	£90.00	NO	n/a
Annual statement summaries (to assist with self assessment returns)	£18.00	£21.60	NO	n/a
Letting fee with NO advertising or viewings	£350.00	£420.00	NO	NO
Preparation of papers for LO clients in the event of a deposit dispute - copy TA, relevant evidential documents to prove documents issued etc. Includes archived items etc	£250.00	£300.00	n/a	NO

Daily fee to attend court to support landlord	£600.00	£720.00	NO	NO
Issue Form6a Notice for Possession	£150.00	£180.00	YES	NO
Early Release from Tenancy - must have LL approval	Tenant to pay		n/a	
Stuarts Maintenance Operative call out fee - First hour	£65.00	£78.00	NO	NO
Stuarts Maintenance Operative subsequent hours work	£50.00 per hour	£60.00	NO	NO
Withdrawal of property from advertising (1/4 of letting fee)	£137.50	£165.00	NO	NO
If advertised with other agency without consent for dual agency (plus immediate removal)	£137.50	£165.00	NO	NO
Hourly fee for 'other work' not stated under terms of Business. For example, but not limited to: Out of hours, Bank holiday emergencies etc. Property structural issues are not general property management.	£90.00	£108.00	NO	NO
* Out of hours means 5pm to 10pm only Monday to Friday and 9am to 3pm on Sat and Sundays. This does not include Bank holidays and therefore 'other works' charges will be chargeable on bank holidays and out of the hours stated here.				
Certification prices (subject to contractor prices so may vary occasionally)				
Gas safety certificate (annual - statutory)	Between £70.00 and £90.00 usually	Between £90.00 and £108	NO	NO
Gas safety certificate including boiler service (annual)	Between £100 and £130	Between £120 and £156	NO	NO
PAT test (per tenancy or annual - recommended)	£55.00	£66.00	NO	NO
Legionella Risk Assessment - every 2 years - Statutory	£76.00	£91.20	NO	NO
Electrical Installation Certificate (EIC)- every 5 years - Statutory	Between £120.00 and £160.00 subject to property size	Between £144.00 and £192.00 subject to property size	NO	NO
Energy Performance Certificate (EPC) - every 10 years - must be above band F otherwise property unlettable until improved and new certification show band higher than F	1-3 Beds - £75.00 4 plus beds, or 1-3 beds out of area - £79.00	price inc of vat	NO	NO
Supply of Smoke Alarm	£12.50	£15.00	NO	NO
Supply of CO Monitor	£22.50	£27.00	NO	NO
Installation of monitors (for 1 - 10 appliances)	£30.00	£36.00	NO	NO