

## Domeview Properties

### LETTINGS SERVICE:

On receipt of the landlord's written instructions to let the property, Domeview Properties will:-

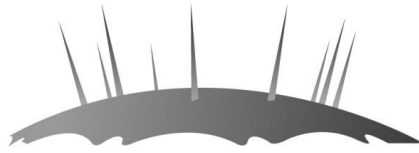
1. Market the property as necessary including listing on all major internet portals and Domeview Properties' website.
2. Circulate (if appropriate) details of the property to relocation agents and major corporate occupiers in London and surrounding areas.
3. Make arrangements for prospective tenants to view the property and accompany them on the viewings.
4. Negotiate with the prospective tenants on behalf of the landlord and put forward any offers.
5. Take up references (payable by the tenant) through CREDITSAFE credit reference agency. Where necessary, additional security will be requested by means of a guarantor, or in the case of a student an additional advance payment. In the case of a company, a company search would be obtained. Draw up a draft tenancy and provide a copy to the prospective tenant and landlord (payable by the landlord).
6. Arrange for a comprehensive inventory to be prepared before the start of the tenancy (payable by the landlord).
7. Arrange for the collection and holding of the deposit in a separate client account subject to the tenancy deposit scheme regulations.
8. Arrange the setting up of the standing order for rental payments.
9. Administer and negotiate extensions and renewals for tenancies where appropriate with the landlord. Our renewal service will include assessing the rent and advising you if an increase in the market rent is possible. We will prepare extension documents which will take the form of a new tenancy agreement.

### MANAGEMENT SERVICE:

In addition to the letting service, Domeview Properties will:-

10. Collect the rent monthly and transfer to the landlord (normally within 3 days of collection) less any fees or expenses due or incurred for the period.
11. Co-ordinate minor repairs or maintenance up to the value of £250 for any one item (except in an emergency). For items over £250, we will arrange for a tradesman to attend the property and obtain an estimate. Domeview Properties will supervise works and settle accounts from rents received.
12. In the case of an emergency and where we are unable to contact you, Domeview Properties will use its discretion as to whether a repair should be authorised. Such decision is to be accepted by and is binding upon you.
13. Register any deposit paid by the tenant with The DPS in accordance with the legislation applicable at the commencement of the tenancy.

Our letting and management fees can be tailored to your needs (let only, let only with rent collection and full management) and will be deducted as a percentage of the gross rent payable over the term of the tenancy to be deducted from the rent paid each month.



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Typical fees are:

- 12.5% (15% inc VAT) for full management
- 10% (12% inc VAT) for let only with rent collection
- 8% (9.6% inc VAT) for let only

A let only fee will usually be deducted as a lump sum at commencement of the tenancy, while management fees are typically deducted on a monthly basis.

Inventory check in fees will be charged at the prevailing rate of our current supplier. At present we use Stencil Inventories & Yellow Oak Inventories depending upon availability.

There is a charge of £120 inc VAT for creation of the AST.

We are a member of The Property Ombudsman – Membership Number D9408