



STAFFORD
JOHNSON
Lettings

Levels of Service

● = included in service

● = service available at additional cost

	Tenant Find From £400 + vat	Rent Collection 8% + vat (£200 + vat set up fee)	Full Management 10% + vat (£200 + vat set up fee)
1. Free Rental Valuation	●	●	●
2. Advertising and Marketing	●	●	●
3. Tenant Referencing	●	●	●
4. Tenancy Agreements	●	●	●
5. Right to Rent Checks	●	●	●
6. Deposit Protection Service	£35 +vat	●	●
7. Collection of Rent/Monthly Statements		●	●
8. Notify Local Authority & Water Board		●	●
9. Property Inspections & Reports			●
10. Co-ordination of Repair or Maintenance			●
11. Payments on Behalf of The Landlord			●
12. Arranging end of Tenancy Checkout	●	●	●



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ADDITIONAL CHARGES:

Energy Performance Certificate (EPC)	£70 inc vat	£70 inc vat	£70 inc vat
Gas/Electrical Safety Certificate	Contractor Fee	Contractor Fee	Contractor Fee
Rent & Legal Protection Cover	Quotations	Quotations	Quotations
Renewals/ Rent Reviews	£60 +vat	£60 +vat	£60 +vat
Statutory Periodic Tenancy Request	£60 +vat	£60 +vat	£60 +vat
End of Year Tax Reports / Statements	£12 +vat	£12 +vat	£12 +vat
Administration of Yearly NRL Tax Returns	£90 +vat	£90 +vat	£90 +vat
Serving of Legal Notices	£30 +vat	£30 +vat	£30 +vat
Inventory Fee	From £55 inc vat (depending on size of property)		
Inventory Fee with Check in	From £110 inc vat (depending on size of property)		
Check out Fee	From £70 inc vat (depending on size of property)		