

## CRJ Lettings service levels and fees

Service	Tenant-find & move-in (£699)	Tenant-find, move-in & full management (£399 + £99pcm)
Provide a rental valuation	✓	✓
Advertise the property for rent	✓	✓
Accompanied viewings	✓	✓
Negotiate tenancy & pre-vet tenants	✓	✓
Tenant referencing & Right to Rent checks	✓	✓
Guarantor referencing & documentation	✓	✓
Professional inventory with photography	£75 + £25 per bedroom	✓
Collect first month's rent	✓	✓
Collect security deposit & protect with DPS	£99	✓
House manual with key information for tenants	£99	✓
Prepare and sign tenancy agreement	✓	✓
Tenant move-in process inc. meter readings	✓	✓
Contact utility companies	✗	✓
Collect monthly rent	✗	✓
Send rent reminders to tenants as necessary	✗	✓
Monthly transfer of rent & account statement	✗	✓
Annual account statement	✗	✓
Regular inspections with report	✗	✓
Tenancy renewal to contractual periodic	✗	✓
Management of maintenance and repairs	✗	✓
Notification if maintenance cost exceeds £150	✗	✓
Support with eviction notices	✗	✓
Tenant move-out process	✗	✓
Prepare property for re-letting	✗	✓
Return tenant's security deposit	✗	✓
Forward landlord's mail	✗	✓

All prices are correct at time of publication (August 2019) and are subject to change.

## CRJ Lettings additional services

Service	Fee
Rent protection & legal expenses insurance	£25pcm
Energy Performance Certificate	£89
Gas safety certificate (boiler and/or gas hob)	£89
Gas safety certificate with gas fire	£129
Boiler service (at same time as gas safety certificate)	£40
Electrical Installation Condition Report	£125 + £25 per bedroom
Key cutting	£15 per key
Supply & fit CO alarm (battery operated)	£39
Supply & fit smoke alarm (battery operated)	£39
Property sold to tenant	0.9% of sale price
Non-resident landlord administration for tax purposes	£25pcm
Process deposit disputes (for non-managed landlords)	£199
Tenancy renewal to new fixed term	£120
Floorplan	£60
Renovation works	10% of invoice
Section 8 or 21 Notice to tenants (for non-managed landlords)	£99
Letting to tenants with pets inc. pet addendum	£60 per pet
Letting of furnished property	£200
Vacant or additional property visit requested by landlord	£36

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