

## CRJ Lettings service levels and fees

Service	Tenant find & move-in (£499)	Tenant find & full management (£99pcm)
Provide a rental valuation & improvements list	✓	✓
Arrange Energy Performance Certificate (EPC)	£49	£49
Arrange Gas Safety Certificate (CP12)	£89	£89
Supply and fit a carbon monoxide alarm	£29	✓
Advertise the property for rent	✓	✓
Accompanied viewings	✓	✓
Negotiate over a proposed tenancy	✓	✓
Tenant referencing & I.D checks	✓	✓
Arrange and reference a guarantor if required	✓	✓
Rent protection and legal expenses insurance	£25pcm	£25pcm
Professional inventory with photography	✓	✓
Collect security deposit and 1st month's rent	✓	✓
Protect security deposit	£49	✓
Prepare and sign tenancy agreement	✓	✓
Tenant move-in process	✓	✓
House manual with key information for tenants	£149	✓
Contact utility companies	✗	✓
Collect monthly rent	✗	✓
Monthly transfer of funds and account statement	✗	✓
Regular inspections with report	✗	✓
Tenancy renewal	✗	✓
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 (January 2016) and are subject to change.