



From simply finding a tenant and arranging the move-in, to overseeing the entire tenancy, we are able to tailor our service to suit your requirements. The table shown below is a breakdown of our **Let Only**, **Rent Collect**, **Fully Managed** and **Fully Managed & Guaranteed Rent** services.

SERVICES	Let Only	Rent Collect	Fully Managed	Fully Managed & Guaranteed Rent
Agree the market rent and find a Tenant in accordance with the Landlords guidelines	✓	✓	✓	✓
Advise on current market conditions and preparation of the property for letting	✓	✓	✓	✓
Advise on any refurbishment (if required)	✓	✓	✓	✓
Provide guidance on compliance with statutory provisions and letting consents	✓	✓	✓	✓
Erect board outside property in accordance with Town and Country Planning Act 1990 (if required)	✓	✓	✓	✓
Advise on non-resident tax status and HMRC (if relevant)	✓	✓	✓	✓
Prepare property details, photos, floor plan, market the property and advertise on relevant property portals and social media	✓	✓	✓	✓
Accompany prospective Tenants on viewings	✓	✓	✓	✓
Negotiate offers	✓	✓	✓	✓
Carry out a full credit search on any prospective Tenant via an Independent Credit Referencing company*	✓	✓	✓	✓
Obtain references from Employers, previous Landlord and Bank via an Independent Credit Referencing company*	✓	✓	✓	✓
Conduct Right to Rent checks on any perspective Tenant via an Independent Credit Referencing company*	✓	✓	✓	✓
Collect one month's rent in advance, together with a security deposit of up to 5 weeks rent	✓	✓	✓	✓
Register and log the Tenants deposit in an approved scheme*	✓	✓	✓	✓
Prepare the Tenancy Agreement	✓	✓	✓	✓
Provide Tenant with method of payment	✓	✓	✓	✓
Deduct commission and any pre-tenancy invoices	✓	✓	✓	✓
Contact Landlord & Tenant prior to the end of tenancy to discuss renewal or termination	✓	✓	✓	✓
Arrange Inventory & Check In/Check Out via an Independent Inventory Clerk*	✓	✓	✓	✓
The Landlord will be responsible for arranging any maintenance works throughout the tenancy	✓	✓		
Ensuring all safety certificates are in place prior to commencement of the tenancy*		✓	✓	✓
Collect and remit the monthly rent received		✓	✓	✓
Make any necessary HMRC deduction and provide Tenant with NRL8 (if relevant)*		✓	✓	✓
Prepare monthly statements		✓	✓	✓
Initiate and operate rent arrears process should rent not have been received*		✓	✓	✓
Provide advice on rent arrears actions (if relevant)			✓	✓
Hold keys throughout the tenancy			✓	✓
Arrange for Utilities and Council Tax to be registered under the Tenants name			✓	✓
Undertake two inspection visits per annum and notify Landlord of the outcome			✓	✓
Arrange routine repairs and instruct approved contractors (up to a maximum of £500)			✓	✓
Approve supplier invoices			✓	✓
Arrange EPC, Gas Safety Certificate, EICR, Portable Appliance Testing, Smoke Alarms & CO monitors (if required)*			✓	✓
Arrange pre-tenancy cleaning*			✓	✓
Negotiate with Landlord and Tenant on any disbursement of the security deposit			✓	✓
Return deposit as agreed with Landlord and Tenant to relevant parties			✓	✓
Remit any disputed amount to the Deposit Protection Service for final adjudication (if required)			✓	✓
We are the point of contact for the Tenant, and all Tenant requests will go through us as your Agent			✓	✓
Zero arrangement fees to pay on 3rd party contractor invoices			✓	✓
Edward Carter will donate a proportion of our management fee to our chosen charity, Centrepoint Manchester			✓	✓
Rent Guarantee Insurance**				✓
Legal Cover for Eviction costs (if required)**				✓
LET FEE (Covers agreeing market rent, advertising & marketing the property, securing a Tenant and Tenancy Agreement preparation)	8% of Tenancy Term (Minimum Fee £499)	50% of One Month's Rent (Minimum Fee £399)	50% of One Month's Rent (Minimum Fee £399)	50% of One Month's Rent (Minimum Fee £399)
MONTHLY FEE	N/A	8% of Rent Due	10% of Rent Due	12.5% of Rent Due

Safety Certificates & Compliance	Let Only	Rent Collect	Fully Managed	Fully Managed & Guaranteed Rent
Gas Safety Certificate (valid for 12 months)	£82.50	£82.50	£75	£75
Energy Performance Certificate (valid for 10 years)	£85.80	£85.80	£78	£78
Electrical Installation Condition Report (valid for 5 years)	£171.60	£171.60	£156	£156
Portable Appliance Testing (up to 10 items)	£99	£99	£90	£90
Legionella Risk Assessment	£112.20	£112.20	£102	£102
Supply & fit 2 Smoke Alarms	£105.60	£105.60	£96	£96
Supply & fit Carbon Monoxide Detector	£52.80	£52.80	£48	£48
Inventory Preparation & Check In (Price dependant on number of bedrooms)*	From £112.20	From £112.20	From £102	From £102
Check Out Report (Price dependant on number of bedrooms)*	From £85.80	From £85.80	From £78	From £78
Pre-Tenancy Cleaning	Let Only	Rent Collect	Fully Managed	Fully Managed & Guaranteed Rent
1 Bedroom Property	£145.20	£145.20	£132	£132
2 Bedroom Property	£165	£165	£150	£150
3, 4 & 5 Bedroom Property	P.O.A	P.O.A	P.O.A	P.O.A
Tenancy Deposit Registration	Let Only	Rent Collect	Fully Managed	Fully Managed & Guaranteed Rent
Custodial Deposit Protection (Recommended)	FREE	FREE	FREE	FREE
Insurance Deposit Protection (Charges are per annum)	£49	£49	£49	£49
Deposit Dispute Resolution*	£149	£149	INCLUDED	INCLUDED
Tenancy Renewal	£249	£199	£99	£99
Additional Property Visit at Landlords Request	N/A	£59	£45	£45
Void Period Property Visit at Landlords Request	N/A	£59	£45	£45
Court Attendance	N/A	£99 Per Hour	£99 Per Hour	£99 Per Hour
Quarterly HMRC Submissions for Non-Resident Landlords	N/A	£99	£99	£99
Tenant Referencing	Let Only	Rent Collect	Fully Managed	Fully Managed & Guaranteed Rent
Up to 2 references included at all service levels. Amount quoted is cost per additional Reference required.	£49	£49	£49	£49
Licence Applications	Let Only	Rent Collect	Fully Managed	Fully Managed & Guaranteed Rent
Selective Licensing	£249	£249	£249	£249
HMO Licensing	£299	£299	£299	£299
Management Withdrawal After Fixed Term Ends	N/A	One Months' Rent	One Months' Rent	One Months' Rent
Cancelling A Let Before A Tenant Moves In	£299+ Costs	£299+ Costs	£299+ Costs	£299+ Costs
Arranging & Overseeing Repair Works Over £500	10% of Invoice	10% of Invoice	10% of Invoice	10% of Invoice
Sale of Property to a Tenant Introduced By Us	1% of Sale Price	1% of Sale Price	1% of Sale Price	1% of Sale Price
Land Registry Check (Proof of Ownership)	£5	£5	£5	£5
Rent Guarantee & Legal Cover**	4% of Rent	4% of Rent	4% of Rent	INCLUDED

*Without a Professional Inventory, Check In & Check Out, Edward Carter Properties would not be able to assist with the deposit return or advise on dilapidations at the end of the tenancy.

**Terms & Conditions apply.

N.B Our fees are not subject to VAT, at the time of writing. This may change in the future. Notice will be provided if VAT charges become mandatory on top of our fees.