

SERVICES & PRICES

PROPERTY MANAGEMENT (FULL SERVICE)

11% of gross rental income per month

- Property assessment / rental value appraisal.
- Report on recommendations & requirements for renting.
- Ensure / arrange regulatory compliance.
- Instruct accredited tradespeople / contractors for agreed repairs, maintenance or renovations.
- Advertise for tenants (photographs, narrative for, placement and active management of ads).
- Field enquiries, conduct viewings, run application process.
- Seek reference, affordability and eligibility checks.
- Draft and sign Tenancy Agreement
- Prepare written and photographic inventory
- Property information pack (compliance certification, appliance manuals, emergency & maintenance procedures, HMO Logs etc)
- Lodge deposit with licensed Deposit Protection Scheme. Prepare necessary documentation.
- Check In / Out of tenants
- Manage Rent Payments
- Complete regular property maintenance inspections (3, 6 or 12 months)
- Provide quarterly & annual (Financial Year End) statements
- Up to 4 hrs per month (non-rolling) HFBM admin time to carry out tasks as required (excluding any / all maintenance or repairs)
- When property is not tenanted HFBM charge a £30 / month (pro-rata) Key Holding fee.
- All charges made to HFBM are passed on to Landlords plus a 10% admin fee. For example; costs to advertise, tradesperson costs, reference checks, items purchased.
- Parking charges incurred by HFBM passed on at cost.
- Minimum Contract 12 months

KEY HOLDING SERVICE: £30 / month / Property

- Hold keys for property to:
 - o Provide access to Tradespeople / service providers at customers request. 48 hrs notice requested.
 - o Attend / access property by HFBM personnel (Incurs charge based on £40 / hr, min charge for 1hr)
 - o Spare keys if others are lost / locked in property
 - o Keys for access by other parties / friends / visitors with instruction from customer.
 - o Satisfy requirements of Alarm / Security Companies
- Maintenance Provision
 - o Requests for Property Repair and Maintenance passed to appropriate property maintenance company / ies.
 - o HFBM Accredited service providers will usually invoice landlords directly for payment.
 - o Non-accredited tradespeople will invoice HFBM who will pass on the cost plus a 10% Administration fee
- Annual familiarisation visits to ensure keys and locks operate correctly
- All other services from HFBM charged at menu costs
- Minimum contract 12 months.

TENANT FINDING SERVICE: £400 - £500 (illustrative cost only)

- Based on services used from menu on following pages plus external costs
 - o Property Assessment - £100 + Costs
 - o Advertising Property - £70 + Costs
 - o Prospective tenant viewings - £40 / hr viewing
 - o Tenant Checks - £40 / tenant or guarantor + Costs
 - o Lease Preparation - £75

Menu of Costs if NOT using Full Service Property Management

<u>Property Assessment</u>	<u>£100 + costs</u>
- Property visit. Photograph Property. Landlord consultation - Complete Property Information & Compliance Check List. - Provide written report including anticipated rental value, compliance requirements and property staging recommendations.	
<u>Preparation of Property Pack</u>	<u>£75 + costs</u>
- Regulatory checks & certificates (EICR, EPC, PAT etc). Contact details. Emergency Information. Repairs & Maintenance Process. Warranty & User Guide manuals.	
<u>Property Preparation / Staging</u>	<u>£75 + costs</u>
- Preparation / maintenance recommendations - Arrange EPC, EICR, PAT, CP12 - Arrange for cleaner and or maintenance (costs charged to Client) - All purchased items charged at cost plus 10%	
<u>Advertising for Tenants</u>	<u>£75 + costs</u>
- Photographing property, drafting suitable text for approval, preparation of ads, booking of space / placing of ads - Cost of advertisements charged in addition at cost + 10% (Approx. £50 - £200)	
<u>Viewings</u>	<u>£40 / 1hr visit</u>
- Set viewing times (when possible we arrange multiple viewings per visit) - Accompany prospective tenants to property - Allow for up to 5 viewings - Liaison with prospects (Questions being answered etc charged at £40 / hr)	
<u>Tenant Checks</u>	<u>£40 / person</u>
- Affordability & Reference checks - References; Employer, previous landlord, education, character - Eligibility / right of residency	
<u>Tenancy Agreement</u>	<u>£75</u>
- Preparation of Model Private Residential tenancy agreement - Including HFPM bespoke additional clauses	
<u>"Moving In" Inventory preparation</u>	<u>£150</u>
- Room by room photographic and written inventory - Gas and electric meter reading - Notes and photos taken on any existing damage - Electronically signed and dated by tenants.	
<u>"Moving out" inventory checking</u>	<u>£150</u>
- Cross checking all goods and flat condition. - Compare with photos - Report to client	
<u>HMO Information pack</u>	<u>£75</u>
- Preparation of copies of documentation as Tenants Information pack Plus - o Schedule of inspections template (Smoke alarms, Fire Extinguishers etc) - o Landlord License - o Tenant HMO rights - o Regulations for HMO - o Log books / sheets	
<u>Property Maintenance Inspection (Non-HMO)</u>	<u>£100 or £15/ mnth</u>
- £100 as one off or £15 / month for two visits / year - Check fixtures and fittings - Check cleanliness & pest infestation - Check latest utility and council tax bills (when available) - Check for landlord compliance - Report sent to Landlord / maintenance plan implemented	

Property Inspection (HMO)

£120 or £20 / mnth

- £120 as one off or £20 / month for quarterly visits
- Smoke / heat detector check
- Check tenant has carried out smoke alarm tests / completed forms (inspect logs)
- Arrange for EICR, PAT, Gas Safety, EPC certificate, Firefighting Equipment Certificate, Fire Risk Assessment regulatory requirements
- Check for & implement landlord compliance

Key Cutting

£20 plus costs

Maintenance

A 10% administration fee for sourcing and instructing tradespeople who are not accredited with Edinburgh HomeForce Limited (See "Statement concerning employing and instructing the services of tradespeople")

No charge is made when tradespeople accredited with Edinburgh HomeForce Limited are employed.

Deposit & Rent Management (12 month agreement min)

£20 / month

- Receive and check rent from tenants
- Receive & lodge deposit, complete compliance documentation
- Transfer rents to landlord account after fee / costs deductions each month
- Repayment of deposit after deductions at end of tenancy
- Provide landlord with quarterly statements

Utilities

£50

- Notify relevant utility providers and council tax of new tenants / meter readings at start & end of tenancy
- Service only available at initial agreement with HPPM

Emergency Contact

£20 / month

- 24 hour emergency contact number(s) for HPPM staff to access Emergency Locksmith, Plumber, Gas Engineer, Electrician)
- Trades charges passed on at cost + 10%

Miscellaneous Charges

£40 / Hr

- For hours of Property Management personnel for miscellaneous services including property visits outwith any of the above services.

Costs

- Costs may include items such as advertising, tenant checks, parking charges, stationery, disposal fees

<u>GUIDANCE FOR LANDLORD COMPLIANCE CHARGES</u>	
VAT may be applicable for external supplier costs	
Gas Safety Certificate (CP12)	From £75
<u>Boiler / Gas Appliance Service</u>	£75
Electrical Installation Condition Report (EICR) NB: An EICR will highlight items within an electrical installation that do not meet current regulations / standards. Additional costs would be incurred to "put right" items identified	£120 to £160
Portable Appliance Test (PAT)	£45 - £75
Energy Performance Certificate	£45 - £60
Legionella Risk Assessment	£45
Fire Risk Assessment	£90
Smoke / Heat Alarms	£80 - £100 / unit
Carbon Monoxide Alarm	£10 - £15 / unit
HMO Floor Plan	£85
HMO Licence Application	£425

HomeForce Property Management reserves the right to alter these costs without notice. For Full-Service Clients three months' notice of any changes in costs will be provided when practical.