

# local knowledge swift action *personal service*

Whether you are an existing landlord looking to transfer management of your portfolio or have just invested in your first buy-to-let property, enjoy superior marketing and award-winning customer service when you let your property with Perry Bishop.

Our service is registered with ARLA – The Association of Residential Lettings Agents – a professional membership and regulatory body for letting agents and letting agencies in the UK.

## ENHANCED MANAGEMENT

18% of the monthly rental amount inc. VAT

For complete peace of mind our Enhanced Management package offers it all and is fast becoming our most popular package, given the level of protection it offers. It includes as standard everything the Classic Management package offers, but with the added protection of Rent Guarantee and Legal Cover, enabling you to totally sit back, relax and concentrate on your day job.





### Our Service Options

- Enhanced Management
- Classic Management
- Let Assist

## CLASSIC MANAGEMENT

15% of the monthly rental amount inc. VAT

For those landlords who don't want the burden of being a full-time landlord, this is our standard management package.

It includes professional photography, the marketing and finding of new tenants (including viewings) and arranging of legal documentation associated with any tenancy. It also includes the arranging of compliance certificates, for example a Gas Safety Certificate, a PAT Test (Portable appliance testing) and/or Electrical Installation Certificates (EICR) at the commencement of the tenancy and when they are due for renewal.

We will carry out thorough property visits, taking photographs each time to create an in-depth report throughout the term. Each report will provide both you and your tenant(s) with an accurate record of the property's condition which will help reduce the chance of disputes later on or at the end of the tenancy.

Our Property Managers are dedicated to maintenance - they will pick up maintenance issues before they become serious and ensure works are dealt with promptly and efficiently, so that potentially serious problems are avoided and bills are kept to a minimum.

We will also deal with the return of the deposit on your behalf, including any negotiations surrounding the deposit and its return.

## Our Services for Landlords

### LET ASSIST

10% of the monthly rental amount inc. VAT

Specifically designed for Landlords who wish to self-manage the ongoing maintenance of the property, but who need our professional assistance in order to comply with all legislative requirements. This service also includes an annual rent appraisal/rent renewal and an annual inspection of the property.



We've been delighted with the service we received from Daisy at Perry Bishop. She provided us with valuable advice, ensured that the process went smoothly and let the house the same day as it was first marketed. Highly recommended."

**RICHARD H** (Trustist)



## Service comparison

# your choice

|  | Enhanced Management | Classic Management | Let Assist    |
|--|---------------------|--------------------|---------------|
| Market Appraisal   | ✓                   | ✓                  | ✓             |
| Tenancy Set Up/<br>Legal Paperwork   | £450 inc. VAT       | £450 inc. VAT      | £450 inc. VAT |
| Regular email compliance updates direct to your inbox  | ✓                   | ✓                  | ✓             |
| <ul style="list-style-type: none"> <li>• Tenant Finding Service</li> <li>• Professional Photography</li> <li>• Online &amp; flag board marketing</li> <li>• Applicant screening</li> <li>• Accompanied viewings</li> <li>• Negotiation of favourable terms</li> <li>• Perry Bishop 'TO LET' Board</li> </ul> | ✓                   | ✓                  | ✓             |
| <b>Tenant Referencing</b> <ul style="list-style-type: none"> <li>• Affordability &amp; Employment or Companies House Checks</li> <li>• Previous Landlord References</li> <li>• Character References</li> <li>• Guarantor References</li> <li>• Right to Rent Checks</li> </ul>                               | ✓                   | ✓                  | ✓             |
| Collection and transfer of initial funds   | ✓                   | ✓                  | ✓             |
| <b>Supply of legal documentation</b> <ul style="list-style-type: none"> <li>• Assured Shorthold Tenancy</li> <li>• Guarantor Agreement</li> <li>• Pet addendum</li> <li>• Company Let</li> <li>• Resident Landlord Licence</li> </ul>  | ✓                   | ✓                  | ✓             |
| Electronic signature of documents  | ✓                   | ✓                  | ✓             |

|  | Enhanced Management | Classic Management | Let Assist     |
|--|---------------------|--------------------|----------------|
| Amendment of legal documents prior to tenancy  | ✓                   | ✓                  | £25            |
| Collection and protection of security deposit, registered service of Prescribed Information, deposit certificate and relevant scheme leaflet | ✓                   | ✓                  | £25            |
| Negotiating deductions from deposit  | ✓                   | ✓                  | £25/hr         |
| Deposit dispute via deposit protection arbitration   | ✓                   | ✓                  | £25/hr         |
| Completion of statutory declaration  | ✓                   | ✓                  | £60            |
| Documented service of gas safety certificate, EPC and latest How to Rent Guide   | ✓                   | ✓                  | ✓              |
| Additional Key Cutting   | £12 + Key cost      | £12 + Key cost     | £12 + Key cost |
| Sourcing and provision of appliance manuals  | ✓                   | ✓                  | £25            |
| Transfer of utility responsibility   | ✓                   | ✓                  | £25            |
| Void cover up to £10 per property (£5 gas, £5 electric)  | ✓                   | ✓                  | N/A            |
| Pre check in visit   | ✓                   | ✓                  | £90            |

## Service comparison

|   | Enhanced Management        | Classic Management         | Let Assist                 |
|---|----------------------------|----------------------------|----------------------------|
| <b>Full check in at property</b> <ul style="list-style-type: none"> <li>• Photographic report</li> <li>• Tenant welcome pack</li> <li>• Documented CO Alarm Check</li> <li>• Documented Smoke Alarm Check</li> <li>• Meter Readings recorded and passed to utility companies</li> <li>• Tenancy Set Up/Legal Paperwork</li> </ul> | Varies on size of property | Varies on size of property | Varies on size of property |
| Access to online landlord portal  | ✓                          | ✓                          | ✓                          |
| <b>Collection of monthly rent with statement of account</b> <ul style="list-style-type: none"> <li>• Copy sent to accountant</li> <li>• Copies of all invoices included</li> </ul>  | ✓                          | ✓                          | ✓                          |
| Guaranteed rent in the event of tenant default until vacant possession achieved   | ✓                          | Varies on Rent pcm         | Varies on Rent pcm         |
| Guaranteed eviction in the event of tenant default  | ✓                          | Varies on Rent pcm         | Varies on Rent pcm         |
| Chasing of rental arrears   | ✓                          | ✓                          | N/A                        |
| Transfer of rental funds by immediate transfer  | ✓                          | ✓                          | ✓                          |
| Administration of NRL Scheme  | ✓                          | £32.50/qtr                 | £32.50/qtr                 |
| Administration of HMRC tax deductions for non-NRL Scheme landlords  | ✓                          | £90/qtr                    | £90/qtr                    |
| Annual Rent Reviews   | ✓                          | ✓                          | ✓                          |
| Service of Section 13 (rent increase) notice  | £60 inc. VAT               | £60 inc. VAT               | £60 inc. VAT               |

|   | Enhanced Management | Classic Management | Let Assist   |
|---|---------------------|--------------------|--------------|
| Renewal of fixed term contracts   | ✓                   | £60 inc. VAT       | £60 inc. VAT |
| Deed of surrender and assignment (tenant swap)  | ✓                   | £108               | £108         |
| Resolving breaches of tenancy (tenant misconduct)   | ✓                   | ✓                  | N/A          |
| Service of Section 8 Eviction (Warning/Eviction) Notice   | ✓                   | ✓                  | £125         |
| Service of Section 21 Eviction Notice   | ✓                   | ✓                  | £125         |
| HHSRS/HFFHH Act risk assessments and compliance   | ✓                   | ✓                  | N/A          |
| Administration of annual boiler servicing   | ✓                   | ✓                  | ✓            |
| Administration of boiler contracts/plans  | ✓                   | ✓                  | N/A          |
| Ongoing 'Right to Rent' checks  | ✓                   | ✓                  | ✓            |
| Use of 24/7 emergency maintenance line  | ✓                   | ✓                  | N/A          |
| Use of our intuitive maintenance reporting app  | ✓                   | ✓                  | N/A          |
| Reactive maintenance using our contractors or your own  | ✓                   | ✓                  | N/A          |
| Planning maintenance schedules implemented  | ✓                   | ✓                  | N/A          |
| 6-monthly property visit <ul style="list-style-type: none"> <li>• Photographic report</li> <li>• HHSRS/HFHH risk assessment</li> <li>• Immigration check</li> <li>• CO/Smoke Alarm check</li> </ul> | ✓                   | ✓                  | N/A          |



## Service comparison

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|---|---------------------|--------------------|---------------|
| Additional requested property visits  | £45 inc. VAT        | £45 inc. VAT       | £45 inc. VAT  |
| Meeting contractors at property with keys   | ✓                   | N/A                | N/A           |
| Mould/damp investigation visit  | ✓                   | ✓                  | N/A           |
| Empty property caretaking agreement (weekly visit to check property, collect post and flush water system)   | £32.50 per visit    | £32.50 per visit   | N/A           |
| Insurance claim administration  | 5% of job           | 10% of job         | Not available |
| Full check out of tenants <ul style="list-style-type: none"> <li>• Photographic report</li> <li>• Minor Legionella check</li> <li>• Documented CO and Smoke Alarm check</li> <li>• Meter readings recorded</li> </ul> | ✓                   | ✓                  | £130 inc. VAT |
| Annual tax summary  | ✓                   | £60                | £60           |



Daisy has helped me let various properties over the years, and has always turned up trumps... she has found good tenants for both of my cottages, one 600 miles away in the Highlands – quite an achievement!”

**ALASTAIR B** (Trustist)

| PROFESSIONAL INVENTORY |                        |                      |
|------------------------|------------------------|----------------------|
| Size of Property       | Unfurnished (inc. VAT) | Furnished (inc. VAT) |
| 1 Bedroom              | £180                   | £230                 |
| 2 Bedroom              | £200                   | £250                 |
| 3 Bedroom              | £225                   | £275                 |
| 4 Bedroom              | £250                   | £300                 |
| 5 Bedroom              | £300                   | £350                 |

| COMPLIANCE AND SAFETY CHECKS             |   |
|--|---|
| Documentation                            | Cost (inc. VAT)                                 |
| Energy Performance Certificate           | £130  |
| Gas Safety Certificate (Annual Basis)    | £95   |
| Gas Boiler Service (Annual Basis)        | £75<br>Variable                                 |
| PAT Testing Certificate (Annual Basis)   | Variable  |
| Carbon Monoxide/Smoke Alarm              | £42   |
| Electrical Inspection Condition Report   | Starts at £180<br>Variable on size of property. |
| Meet British Gas (On Behalf of Landlord) | £100 per hr<br>Variable                         |



Just amazing! Really good communication and found me a brilliant tenant very quickly. I have already recommended Tammy and her team to friends!”

**PAULA B** (Trustist)

