

# TOPMARKS

P R O P E R T Y

Valuing People and Property

## RESIDENTIAL PROPERTY MANAGEMENT

At TopMarks Property we provide a Fully Managed service. It covers everything, so you can sit back and relax.

With our Fully Managed Service alongside the day to day management of your investment property we will carry out regular inspections and detailed reports.

If any maintenance issues are picked up during the inspections or by notification of a tenant one of our highly experienced maintenance team will ensure issues are dealt with promptly and effectively before they become a costly repair at a later date.

As part of our Fully Managed service TopMarks Property provide:

- ✓ Visit the property to provide the owner with a free rental appraisal and valuation

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- ✓ High quality advertising

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- ✓ Arrange & accompany viewings

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- ✓ Liaise with Landlords to make sure all parties are happy with the proposed Tenancy when an applicant wants to proceed

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- ✓ Carry out reference checks with an independent referencing company \*

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- ✓ Prepare all necessary documents including Tenancy Agreements & Inventories (written & photographic) and obtain the Landlord and Tenant signatures where necessary \*

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- ✓ Meet the Tenant(s) at the property to hand over the keys, record the meter readings and help familiarise the Tenants with the property.

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- ✓ Inform services i.e. Council Tax, water, gas and electric suppliers.

- ✓ Provide the Landlord and Tenant with copies of the relevant documents.

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- ✓ Collect rental payments from the Tenant and pay Landlords as soon as funds have cleared via internet banking

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- ✓ We place the deposit in an independent company

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- ✓ Check in and check outs of tenants \*

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- ✓ Instruct and undertake Property Maintenance \*

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- ✓ Carry out inspections (written & photographic) \* Once every 6 months

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- ✓ Advise Landlords of any repairs / maintenance required and provide quotations from independent contractors.

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- ✓ Oversee the renewal of Gas Safety / Electrical Certificates \*

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- ✓ Provision of monthly accounting Statements

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- ✓ Provision of consolidated year end Statements to assist with Landlord Tax returns if required \*

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- ✓ Provision of Tenancy Agreement renewals \*

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- ✓ Re-advertise the property as soon as a Tenant serves Notice (with the Landlords instructions) \*

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- ✓ Full check at the end of the Tenancy to make sure the property has been left by the Tenant in a suitable condition \*

Cost - 10% of monthly rent per property

On-Boarding fee £299 per tenancy term.

- An additional cost

The logo consists of the letters 'T' and 'M' in a stylized, bold font. The 'T' is white and the 'M' is red, both set against a dark blue circular background.

## Description Of Fee

Description Of Fee	Cost
On boarding Fee includes, but is not limited to: marketing of the property, arranging and conducting viewings, negotiating tenancy terms, arranging completion of tenancy documents, utility and services management	£299
Referencing Fee (inc. verification of income, employment, previous landlords (if applicable) and search for bankruptcy, insolvency, CCJs, Orders and Arrangements)	£50 per tenant (inc. students/guarantor)
Annual statement of income and expenditure	£85
Quarterly tax submission to HMRC for non-UK residents with no HMRC approval	£100
Property Preparation Service	Subject to Quotation
Arranging non-routine maintenance as required, When cost of work exceeds £750.00. Arranging access and assessing costs with contractor; Ensuring work has been carried out in accordance with the specification of works; Retaining any warranty or guarantee as a result of any works	10% of invoice
Additional Property Visits	£55 per visit
Deposit Transfer/Mid Term Transfer	£100

## Description Of Fee

Description Of Fee	Cost
HMO Licence Application (excludes cost of licence and any risk assessment or other documentation required to grant the licence)	£250
Agent as Licence Holder for Landlord Fee (excludes cost of licence and any risk assessment or other documentation required to grant the licence)	£250
Right to Rent Re-Checks per tenant/student or occupant (aged 18 or over)	£10
Inventory Check-In Unique or unusual houses and those exceeding 5 bedrooms with 2 reception rooms will be subject to quotation.	£100 min / £500 max
Inventory Check Out Unique or unusual houses and those exceeding 5 bedrooms with 2 reception rooms will be subject to quotation.	£100 min / £500 max
Arrangement of the following: <ul style="list-style-type: none"> <li>• Furniture check</li> <li>• Gas safety certificate at the start or renewal of the tenancy</li> <li>• Smoke alarm check</li> <li>• Key cutting</li> <li>• Energy performance certificate</li> </ul>	Subject to quotation

## Description Of Fee

Description Of Fee	Cost
Section 21 Possession Notice	£175
Section 8 Possession Notice	£175
Empty property caretaking	£60

***Landlord is responsible for payment of utilities and council tax.***

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