



TAYLOR ALEXANDER PROPERTIES

Property Management Fees & Charges	Property Management	Rental Collection	Letting Only
	10% + VAT	8% + VAT	5% + VAT
Assess your requirements and advise on rent achievable	✓	✓	✓
Ensure compliance with Anti Money Laundering (AML) legislation	✓	✓	✓
Arranging all of the safety certificates e.g. Energy Performance Certificate, Gas Safety Checks etc. is in place for the beginning of the tenancy (any safety checks will be at your expense)	✓	✓	✓
Professional photography of property	✓	✓	✓
Market the property through Taylor Alexander and other popular online portals	✓	✓	✓
Property marketed to our selected applicants including our corporate contacts	✓	✓	✓
Erect a board marketing the property	✓	✓	✓
Viewings accompanied by a member of our Taylor Alexander team	✓	✓	✓
Comprehensive referencing procedure including full reference of right to rent checks, prior landlord & employment references for tenants	✓	✓	✓
Draft bespoke tenancy contract for yourselves and prospective tenants, updated with latest legislation	✓	✓	✓
Negotiating a tenancy between yourself and prospective tenants	✓	✓	✓
Collect holding deposit which will be held in our client account	✓	✓	✓
Arranging for the Tenant(s) to set up a standing order payable to Taylor Alexander	✓	✓	
Registering the deposit with a Government approved deposit scheme	✓	✓	
Dedicated property manager	✓	✓	
Arranging for an inventory and schedule of condition to be created	✓	✓	



TAYLOR ALEXANDER PROPERTIES

Property Management Fees & Charges	Property Management	Rental Collection	Letting Only
All further rent collection transferred by BACS into your account electronically	✓	✓	
Dedicated account manager to send monthly statements detailing rent collected	✓	✓	
Automatic re-marketing before the existing tenant vacates	✓	✓	
Void period property visit	✓	✓	
Transfer of utilities and council tax at tenancy start date	✓		
Professional inventory inspection with a detailed report, including photos and full check in report	✓		
Mid-term inspection of your property with a comprehensive report	✓		
Payment of service charge and ground rent on your behalf (if requested)	✓		
Hold property keys	✓		
Negotiation of the deposit release and evidence report to deposit scheme provider	✓		
Hold working float agreed with landlord	✓		
Deal with day-to-day routine management	✓		
Ensure all workers have the necessary insurance before commencing work	✓		
Handling all repairs and maintenance up to value of £200, liaising with tenant and contractor	✓		
Pay all contractors on your behalf via your float account	✓		
Check-out report at the end of your tenancy with reference to inventory report	✓		
Correct Legal Notice issued to tenant as the tenancy end approaches	✓		