



SERVICE LEVELS

	Managed HMO	Managed Residential	Tenant Find & Rent Collection	Tenant Find Only
Zone Lettings Exeter Fee Structure	14%	12%	6%*	59%**
Zone Lettings Southampton Fee Structure	12%	10%	6%*	59%**
Rental valuation & advice on achieving maximum price	✓	✓	✓	✓
Preparing the property for marketing photographs & property pack	✓	✓	✓	✓
Marketing the property on property portals	✓	✓	✓	✓
Taking holding deposit, Right to Rent checks, & enhanced referencing	✓	✓	✓	✓
Preparing tenancy agreement	✓	✓	✓	✓
Collecting first month's rent & deposit	✓	✓	✓	✓
Registering deposit & providing Prescribed Information	✓	✓	✓	
Arranging Schedule of Condition/Inventory & Check Out	✓	✓	✓	
Monthly rent collection & statement	✓	✓	✓	
Advising utility companies & local council of change of tenant	✓	✓		
Arranging safety certificates & renewals as required	✓	✓		
Serving of statutory notices	✓	✓		
Dealing with any deposit deductions & disputes	✓	✓		
Arrears management	✓	✓		
Annual statement of account	✓	✓		
Key holding	✓	✓		
Quarterly property inspections	✓	✓		
Landlord access to PropertyFile	✓	✓		
Tenant 24/7 maintenance reporting system	✓	✓		
Tenant 24/7 emergency phone line	✓	✓		

All percentage fees quoted include VAT

*Tenant Find & Rent Collection service is subject to a set up fee of £295 inc VAT

**59% of the first months rental income



Schedule of additional Fees	Costs	Unit
Rent review and serve section 13	£95	Per occasion
Serving of notices	£125	Per tenancy agreement
Adhoc property inspection	£95	Per visit
Registering deposit (Tenant find only)	£75	Per deposit
Key holding (Tenant Find Only + Tenant Find & Rent Collection)	£95	Per annum
Key cutting (Security keys will vary in price)	£12	Per key
Arranging Safety certificates (Tenant Find & Rent Collection)	£35	Per certificate
Fire alarm system check and sign off	£65	Per visit