


**We are proud to offer our Property Owners the following packages:**

	SILVER	GOLD	PLATINUM
	12%	14%	20%
	*Fees Apply	*Fees Apply	All inclusive
Initial property assessment & valuation from Director	✔	✔	✔
Property Owner support & guidance to ensure legal compliance	✔	✔	✔
Property photos & description	✔	✔	✔
Launch of the property on Cornwall Properties website & property portals	✔	✔	✔
Display Cornwall Properties To Let Board at property	✔	✔	✔
Accompanied viewings with regular client feedback via phone & email / app	✔	✔	✔
Full tenant referencing including credit check	✔	✔	✔
Right to Rent check	✔	✔	✔
Preparation & completion of tenancy agreement and receipt of deposit	✔	✔	✔
Automated rent collection via "Pay Prop" platform with monthly statements	✔	✔	✔
Submission of deposit with government approved deposit protection scheme	✔	✔	✔
Notification of utility & Council Tax providers with relevant tenancy information	✔	✔	✔
Smoke & carbon monoxide alarm check at start of tenancy	✔	✔	✔
6 monthly property inspections with written report	✔	✔	✔
Deposit management and legal compliance (including dispute resolution)	✔	✔	✔
Maintenance management	✔	✔	✔
Out of hours maintenance reporting for tenants	✔	✔	✔
Annual gas safety test certificate & boiler service	✔	✔	✔
Rent protection insurance	✔	✔	✔
Landlord electrical safety certificate	✔	✔	✔
PAT Testing (Portable Appliances)	✔	✔	✔
Energy Performance Certificate	✔	✔	✔
Legionella risk assessment	✔	✔	✔
Start and end of tenancy clean	✔	✔	✔
Inventory management	✔	✔	✔
Police approved key safe supplied & fitted	✔	✔	✔
Additional property inspections	✔	✔	✔
Property check during void periods to meet insurance requirements	✔	✔	✔
Serving of Section 21 & Section 8 Notices	✔	✔	✔
Serving of Section 3 & Section 48 Notices	✔	✔	✔
Annual fire alarm, fire extinguisher and emergency lighting testing (Incl HMO's)	✔	✔	✔
Attend property for Council Officer HMO inspections	✔	✔	✔
Company representation in Court	✔	✔	✔

*\*TERMS & CONDITIONS APPLY*

## Our Packages & Fees Outlined

### Silver 'Tenant Find & Rent Collection'

12% of gross monthly rent, minimum 12-month contract.

Exactly as it says on the tin. Cornwall Properties will find you a new Tenant and collect the rent from the Tenant before sending you the funds minus any deductions on the same day.

Please note that for each certificate booked and arranged on behalf of the Property Owner we charge an administration fee of £25.00.

We can help arrange the certificates at the start of the tenancy however once the tenancy starts the Property Owner is responsible for the management and legal compliance of the property.

Additional fees are listed below.

### Gold 'Fully Managed':

14% of gross monthly rent, minimum 12-month contract.

We appreciate that having a rental property can be hard work, especially with all the legislation changes that have been introduced over the years. Ensuring that your property and processes are compliant is vitally important to protect your asset as well as protecting your own personal liabilities. Twin this with on-going maintenance requirements, inspections, Tenant interactions etc it can sometimes lead property owners who rent their properties out, to consider exiting the market. This is where the Cornwall Properties Gold Fully Managed package comes in. We will manage every aspect of your property to ensure full compliance with current and future legalisation. We live by the mantra of Happy Tenant - Happy Landlord, we appreciate that both parties can have differing priorities, and with our significant experience as large property portfolio landlords ourselves we believe that we can always strike the right balance for all parties involved.

Additional fees are listed below.

### Platinum 'All inclusive':

20% of gross monthly rent, minimum 12-month contract.

The Platinum package has all the benefits of the Gold Fully Managed package outlined above with the added benefit that it also includes the costs of all the below items within the monthly fee with no additional hidden charges. However, if any remedial works are required as a result of any inspections, these will be rechargeable to the Property Owner. Minimum monthly rental charges also apply.

## Additional Fees

All packages are subject to a £250.00 setup fee per tenancy. All properties listed for rent must be compliant with current UK legislation. All relevant charges for services offered on behalf of the property owner are outlined below. All services provided will be subject to contract. Anti-money laundering checks will be completed prior to contract. Further terms and conditions apply.

Service	Cost
Annual Landlord Gas Safety Certificate & Boiler Service	£130.00
Advice & guidance regarding legal compliance for Property Owners	£37.50 per hour
Silver Package only – administration charge for arranging property inspection / certificate on behalf of Landlord	£25.00 per certificate request
Landlord 5-year EICR & PAT Test (third party)	Starting at £150
Property Energy Performance Certificate	£69.00
Legionella Assessment (third party)	£65.00
Rightmove Rent Guarantee (dependant to monthly rental amount)	£290.00 - £695.00 pa
Serving of Section 21, 8, 3 & 48 Notices	£100.00 each
Additional property attendance / inspections (normal working hours)	£50.00 per hour
Additional property attendance (non-working hours)	£75.00 per hour
Fire Risk Assessment (subject to property size / type)	£75.00 - £150.00
Fire Alarm Test (third party)	£18.00
Emergency Lighting Test (3hr annual – third party)	£160.00
Attend Property for Council Officer HMO Inspection	£100.00
Registration of deposit with Government approved scheme	£35.00
2-hours property clean	£66.00
Inventory & check out report (dependant on size or if furnished)	£100.00 - £270.00
Annual rent review & tenancy renewal	£75.00
Provision of Police approved key safe	£120.00
Emergency Call-out charge	£75.00 - £125.00
Court Attendance – Truro (incl. travel time to and from Court)	£175.00
Arrangement fee for refurbishments	On request
Project Management fee for refurbishments	On request
Early termination charge	£600.00 per agreement
Hourly charge for associated compliance works for Overseas Landlords	£37.50 per hour

**Other services are available on request. All additional fees are inclusive of VAT. Indicative fees are subject to change subject to scope of work / size of property. Any changes will be communicated and agreed prior to instruction. Where the fees for services are property specific based on size, the quote for the works will be communicated and agreed between both parties prior to instruction. The Agent will act as an intermediary on all third-party services conducted on behalf of the Landlord.**

**Please refer to the Cornwall Properties Lettings and Management Agreement for further information and terms and conditions.**