

Services & Fees to Landlords

A Personal Property Service

Our Services

There's lots to think about when letting a property, particularly when it comes to the ever-increasing legislation landlords are now faced with. Here at Shaun Mellor, we like to keep things simple and offer the following services: -

Essentials

This service is for landlords wishing to take a "hands-off" approach, sit back, and let us take care of everything. Whether you're an experienced property investor, or completely new to letting property, this service is the equivalent of what's known in the market as "Fully Managed". We call it Essentials because we'll be looking after all the important legislation to ensure your property and the tenancy is fully complaint and there's a healthy relationship with the tenant.

Basic Let Only Service

If you're a landlord who's comfortable with all the required legislation and keep yourself up-to-date with what's going on in the market, this service may be suitable for you. We'll take care of the required legislation involved in setting up the tenancy and carrying out those important checks on your tenants but then its over to you to ensure everything remains complaint and runs smoothly from there onwards.

Not Sure?

We pride ourselves on our advice-led approach. If you're not sure which service is the best for you, please get in touch and we'll be happy to help.

Table of Fees & Services (Inclusive of VAT)	Essentials	Basic Tenant find
Upfront Fees	£240	£460
Monthly Fees	13%	N/A
Rental appraisal and valuation	😊	😊
Support and advice on getting the property ready for letting in line with the HHSRS and current legislation	😊	😊
Guidance on property improvement to ensure your property attracts the best possible tenants	😊	😊
Professional photography to showcase your property in its best light and attract great tenants	😊	😊
Marketing on our website and major property portals including Rightmove & On The Market & Social Media	😊	😊
Accompany all viewings to personally meet and pre-screen prospective tenants	😊	😊
Interview applicants and carry out comprehensive referencing including credit check, employer and landlord reference	😊	😊
Carry out Right to Rent checks in line with the Immigration Act (2016)	😊	😊
Issue the current version of the governments "How to Rent" guide to ensure you are fully compliant	😊	😊
Provide tenancy agreement in line with current legislation and with comprehensive tenant covenants	😊	😊
Organise Gas Safety Checks & Energy Performance Certificate*	😊	😊
Organise Energy Performance Certificate*	😊	😊
Organise Electrical Safety Inspection Report*	😊	😊
Detailed Inventory & schedule of condition by APIP approved clerk*	😊	😊
Registering the deposit with the Deposit Protection Service*	😊	😞



Serving of prescribed information to tenants as per the Deregulation Act 2015	😊	😞
Arrange deposit replacement scheme as an alternative to a traditional deposit	😊	😞
Handle any claim against the security deposit or deposit replacement scheme at the end of the tenancy	😊	😞
Tenant check-in, test smoke alarms, and provide tenant declaration on the day of move-in	😊	😞
Collection of first months' rent	😊	😊
Collection of monthly rent and issuing of statement to the landlord within 2 working days	😊	😞
Obtain meter readings for energy and water supplies and notify the current suppliers at the start of the tenancy	😊	😞
Notify the local council of the tenants' details at the start and end of each tenancy	😊	😞
Key schedule & secure key management	😊	😞
Receive, document, and arrange reactive repairs and maintenance in accordance with the Deregulation Act 2015	😊	😞
Periodic inspections of the property and comprehensive report aligned to the HHSRS*	😊	😞
Carry out midterm ID checks for all occupants in line with the Immigration Act 2016*	😊	😞
Handle all tenant enquiries or changes to circumstance throughout the duration of the tenancy	😊	😞
Review the rental value every 12 months in line with the market to ensure you receive the best possible rental value*	😊	😞
Ensure the tenants have an up-to-date tenancy agreement in line with current legislation	😊	😞
Handle any complaints from the tenants in line with current legislation	😊	😞
Manage non-payment of rent and offer support and guidance on regaining possession of the property	😊	😞
Check out the tenants at the end of the tenancy	😊	😞
Comprehensive check-out report at the end of the tenancy (subject to inventory report taken at the start of the tenancy) *	😊	😞

Additional Fees & Services (Inclusive of VAT)

	Essentials Customers	Basic Tenant Find Customers
Inventory, Schedule of Condition & Check Out Report	£149	£149
Annual Rent Review & Tenancy Renewal	£30	£60
Energy Performance Certificate	£60	£75
Gas Safety Certificate	£60	£75
Periodic Property Inspection & Report (typically every six months)	£42	£60
Additional Property Inspections on request	£42	£60
Tenancy Check-in and report with tenant declaration for smoke alarms	Free	£49
Registering deposit, providing prescribed information, and handling any claim against the deposit.	Free	£30
Notify council and energy providers of tenant information at the start and end of each tenancy	Free	£10
Property Renovation/Improvements	10% of costs	N/A