



Fully Managed Service Agreement

Seven Keys Ltd

3A Carlton Court, Fifth Avenue, Team Valley Trading Estate,
Gateshead, Tyne and Wear, NE11 0AZ

www.SevenKeys.co.uk

TERMS AND CONDITIONS OF BUSINESS

Preliminary

These terms and conditions of business govern the agreement between **Seven Keys and the Landlord of the property.**

“**the Tenant**” means the tenant or tenants of the property.

“**the Tenancy agreement**” means any agreement by which the Tenant occupies the Property.

“**the Property**” means each property named in each tenancy agreement.

Fees

The Landlord agrees to pay the fees set out in this agreement. All fees are subject to VAT whether expressly stated or otherwise.

Services

In consideration of payment by the landlord of the fees, Seven Keys will carry out the services set out in Acceptance of terms and conditions. The landlord duly authorises Seven Keys for the term of this agreement to carry out the services.

Duration

This agreement will continue for the full term of the Tenancy and all future tenancy agreements, and any extensions thereto, unless terminated by either party, by giving not less than 3 months' notice in writing.

Entire Agreement

No variation of these terms shall be binding unless confirmed in writing between an authorised representative of Seven Keys and the Landlord.

The Landlord acknowledges that in entering into this agreement it is not relying on any representation or warranty save as expressly set out in these Terms and Conditions.

If this agreement is for any reason adjudged to be void on the grounds of unreasonableness, the provisions herein shall be reinstated with such deletions or modifications as may be necessary in order to render it valid and effective.

Notwithstanding that any provision of this agreement may prove to be illegal or unenforceable the remaining provisions of this agreement shall continue in full force and effect.

Variation

Seven Keys may from time to time notify you in writing that it proposes to alter or add to the terms and conditions of this agreement, giving details of the change. Unless you notify Seven Keys in writing that you object to the change within twenty-eight days of the notice giving details of the change, any change shall be deemed to be agreed and shall take effect accordingly.

Notices

All notices pursuant to this agreement are to be in writing sent by Email, courier or recorded delivery and are deemed to be served upon receipt.

In case of notices served upon Seven Keys the address for service shall be its registered office at 3A Carlton Court, Fifth Avenue, Team Valley Trading Estate, Gateshead, NE11 0AZ.

In the case of notices served upon the landlord the address shall be the address contained in the Acceptance of Terms and Conditions (Part 1) or, if no such address exists, the address to where these terms were delivered to the Landlord.

The parties may by written notice change their own details for service.

Law and Jurisdiction

This agreement shall be governed and construed in accordance with English Law. Each of the parties to this agreement irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to hear and determine any suit action to proceedings and to settle any dispute which may arise out of or in connection with this agreement and for such purposes irrevocably submits to the jurisdiction of such courts.

Authority

The Landlord authorises Seven Keys for the duration of this agreement to sign any tenancy agreement or other contract relating to the Property on its behalf and you acknowledge that you will be bound legally by all the clauses and obligations contained within the Tenancy Agreement.

Instructions

- The Landlord agrees to respond to Seven Keys promptly with instructions where reasonably necessary for Seven Keys to carry out its duties effectively.
- The Landlord will advise Seven Keys of any covenants in the Tenancy relating to the property, planning restrictions or any other matters which might impact Seven Keys ability to market the Property in the lettings market, for whatever term.

Landlord(s) Duties

It is a condition of this agreement that you will ensure that the premises are fit for habitation and will comply with all statutory regulations. You also agree to comply with all statutory notices within the time specified. If at any time on or after 01 October 2015 the Tenant makes a written complaint regarding the condition of the premises and you do not provide an adequate response within 14 days of the date of the complaint and the Tenant goes on to make a report to the local authority which results in a relevant notice being served on you in relation to the condition of the premises, you will not be entitled to serve a valid Section 21 Notice seeking possession of the premises from the tenant for a period of six months. **To avoid a delay in obtaining possession, you are strongly advised to respond to all complaints made by the tenant within 14 days including a description of the action to be taken to address the complaint and including a reasonable timeframe in which such action will be completed.**

LETTINGS SERVICES

Fully Managed Service (See Fees)

Inclusive of:

- Seven Keys will advise the Landlord as to the likely rental income attainable from the Property.
- Seven Keys will market the property to ensure maximum exposure, availability of immediate viewings and both online, website and portal advertising.
- Seven Keys will be fully responsible for reporting, activity, interest, market conditions and applications received to you.
- Seven Keys will carry out reference checks for each applicant. This will be taken up by an external referencing company who has informed us that they will obtain a credit reference report, which will check the financial standing of each applicant, verify the applicants income and take up references from the applicant(s) previous Landlord(s) (if appropriate).
- Seven Keys will take a refundable holding deposit from the applicant(s) which will be capped at no more than one week's rent. Should they successfully enter into a Tenancy, you withdraw from the let or the Deadline for Agreement passes which is not the fault of the Tenant the Holding Deposit will be refunded either direct to the Tenant, against the 1st months' rent or Deposit.
- Seven Keys will request a guarantor and a security deposit as it reasonably considers appropriate. (For the avoidance of doubt Seven Keys requests a deposit equal to 1 month's rent or 5 weeks' rent when animals are permitted to be kept as pets).
- Upon acceptance of the applicant, Seven Keys will then be responsible for the drafting of the tenancy agreement and the collection of the security deposit and a month's rent in advance. At this stage a move in ***inventory** will be arranged inclusive of the Fully Managed service. Seven Keys will act as a stakeholder for the deposit for the duration of the tenancy and will at the end of the tenancy or sooner arrange a move out inventory at the tenant's cost, to be compared to the move in inventory to agree or otherwise the return of the deposit to the tenant. If the return of the deposit is disputed, then the services of the Deposit Repository adjudicator will be requested, whose final findings are binding on both parties.
- For the avoidance of doubt the deposit or any part of it cannot be returned to either party without the express consent of both parties. Seven Keys registers all deposits with a regulated deposit scheme and does not hold such deposits on account for longer than 14 days following receipt.
- Seven Keys will arrange for the preparation of an inventory and condition report of all removable items in the Property (except those of negligible value) plus carpets, paintwork, wall coverings, curtains, mirrors, sanitary ware and all other articles and fixtures and fittings. This inventory will also include all meter readings for respective utilities.
- Seven Keys will provide the Landlord(s) with an online client portal called PropertyFile. PropertyFile is an online login system, providing you with all the information you need to track your properties throughout the tenancy. Seven Keys provides this service as optional (see Fees).

Where the tenancy entered is an Assured Shorthold Tenancy (AST) as defined by section 19A of the Housing Act 1988 (as amended), then Seven Keys will in accordance with prevailing government legislation, register the deposit with a government approved scheme. By signing this agreement, you are agreeing to become a member of the government approved scheme of which we are a part of. Seven Keys will prepare the Tenancy Agreement. The Landlord confirms that it places no reliance on Seven Keys views as to the implications whether legal or otherwise of any Tenancy Agreement. The Landlord confirms that they should seek their own legal advice.

Inventory

Seven Keys may appoint a third-party Inventory Company to carry out a full inventory report at the outset of all new tenancies (excluding tenancy renewal for the current tenant).

The cost of the move in inventory is included in the fee for the Fully Managed package. The tenant fee ban came into effect on June 1st 2019 and prohibits tenants from paying for inventories; therefore the cost of any required inventory on check out for comparison purposes and to support any claim on the secured deposit will be borne by the Landlord, if required.

INVENTORY NOTE – *The introduction of the government's Tenancy Deposit Scheme legislation results in the guidelines for the new legislation indicating that the arbitration panel for disputes over damages and wear and tear are not expected to find in favour of the Landlord unless a formal inventory and check-in/out was completed for the tenancy on both the move in and move out.*

Cleaning costs

The Landlord shall pay for the cost of or arrange for professional cleaning of the property between Tenancies where deemed necessary. Seven Keys will seek an indemnity from the Tenant insofar as it is able to do so under the terms of the tenancy agreement and secured deposit for additional works above what is deemed normal wear and tear.

If the Landlord grants a tenancy agreement to a Tenant introduced by Seven Keys, the Landlord will be deemed to have **accepted** these Terms and Conditions, regardless of whether the Landlord has confirmed such acceptance in writing.

FULLY MANAGED SERVICES

Where the Landlord has engaged Seven Keys to provide the 'Fully Managed' Service (the **acceptance** of Terms and Conditions) and the tenancy agreement is entered with a Tenant at the property, the Landlord will pay the management fee (inclusive of VAT) of the total gross rent across the respective property/portfolio during all occupied periods, payable through deduction from rent received in the month received.

For the avoidance of doubt, property management fees will not be charged if a property is vacant, however, services as below will continue to be provided during unoccupied periods (where applicable).

The services included within the 'Fully Managed' service include:

- Conduct full check in procedure to record meter readings and issue to all respective providers, providing your details and address as C/O Seven Keys.
 - Seven Keys will collect the first month's rent and the initial deposit and will notify the landlord(s) once cleared funds have been received.
 - Rent collection and distribution to your stated bank account. Rental distribution will be net of all in month expenses unless agreed in writing.
 - Rent collection from tenant, local authority or charity (dependant on tenancy agreement).
 - Check the security of house inclusive of all external doors and windows.
 - Ensure compliance of property subject to all local authority requirements and national legislation.
 - Arrange and co-ordinate between tenants and suppliers for all regular/annual requirements for the Gas Safety Certificates and Electrical Inspections where applicable, irrespective of the number of calls between the tenant or contractor and will be in at attendance at the property if necessary.
- **Gas Safety Inspections** - the Landlord will pay for gas safety inspections, and smoke and carbon monoxide detectors as necessary and required by law.
 - **Electrical Installation Condition Report** – this report is currently advisory but is moving through English legislation currently and is likely to become law soon. Upon this report becoming law, Seven Keys retain the right to refuse the management of noncompliant properties.
 - **Energy Performance Certificates** – an EPC is required by law when a building is constructed, sold or advertised for rent. An EPC is valid for 10 years and can be used multiple times during this period. Seven Keys shall monitor the renewal date and arrange for the new EPC. A fee for the service applies payable by the Landlord (see Fees).
 - **Legionella Testing** – this test is currently advisory; Health and Safety law does NOT require Landlords to obtain or produce a Legionella test certificate nor does HSE recognise such certificates. However, any property with a vacant water supply for an extended period is at risk of the Legionella growing. This can cause Legionnaires disease, which is a potentially fatal form of pneumonia. We recommend a full drainage of water supplies to prevent such contamination (see Fees).

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- Management of late payment and/or rent arrears via the powers granted under English law, prior to legal actions (**see legal action steps below**).
- Property inspections at a frequency of twice in first 6 months of new tenant occupation. From this point, Seven Keys may at their discretion elect to inspect at a frequency of 6 monthly.
- Seven Keys will obtain a check-out report at the end of the tenancy in conjunction with the Inventory with full forwarding address details for the tenant where possible.
- Seven Keys will notify the Landlord in writing as and when a property becomes vacant and available to rent.
- Seven Keys will, in accordance with the inspections and checks, make appropriate deductions to any deposit provided by the Tenant before its release.
- Ensure key sets are available and retained securely at the office of Seven Keys.
- Change alarm codes to secure entry (if applicable).
- Seven Keys will notify the Landlord where a tenancy is subject to renewal consideration, providing a rental and condition summary with the recommendation to renew or not.
- Seven Keys will negotiate the renewal of a tenancy on your behalf and draft all new applicable tenancy agreements. A fee for the service applies payable by the Landlord (see Fees).
- To ensure compliance with Building Insurance and Health and Safety, the property will be inspected every 14 days during vacant periods. A fee for the service applies payable by the Landlord (see Fees).
- Seven Keys will notify all service providers of the correct communication address for all Landlords and properties, as care of Seven Keys. Seven Keys will receive post on behalf of all Landlords and all properties concerning liabilities for council tax, gas, electric, water, telephone (if applicable) and administer these items to the best of their ability to ensure swift payment and prevention of late payment charges and court summons for non-payment (**if a bill is retrieved and paid, a handling fee is payable – see Fees**).
- Rent will be paid to Seven Keys on the date set out in the tenancy agreement. The management fee/package cost will be deducted at source, and the rent will then be transferred over to the landlord(s) bank account with the minimum of delay. If a rent payment is not made, the landlord(s) is still liable for the management fee/package cost, payable to Seven Keys within 7 days of the rent due date set out in the tenancy agreement.
- Seven Keys will communicate with HMRC upon demand (under Paragraph 1, Schedule 23 to the Finance Act 2011) with regards to a request for UK residential details for those clients who reside in the UK.
- Seven Keys will arrange an introduction to a professional agent for the registration of both Non-Resident Landlord approval and HMRC Annual Self-Assessment where required.
- Seven Keys requests all new clients who intend to live abroad for more than six months in any tax year to provide NRL approval numbers prior to receiving rent. Alternatively, we are obliged by law to withhold 20% of rental income for potential future tax liability.

Rent Arrears thresholds where legal action can be taken:

Section 21 notice – this can be served, irrespective of reason (but including arrears) after 4 months of the tenancy start date and not before. This notice declares the Landlord's intention to serve notice (**subject to administration fee – see Fees**).

Section 8 notice – this can be served in the event of non-payment of rent equivalent to 8 weeks or 2 calendar months of monies due. This notice communicates the Landlord's intention to pursue an eviction and possession order through the court. The notice allows the tenant 14 days to vacate the property or pay rents due to prevent a court hearing (**subject to administration fee – see Fees**).

Court application – application to the relevant court to evict and gain possession and recover arrears and costs at a hearing date issued by the court (**court fees will apply which must be paid in advance and will also include an administration fee and attendance fee if you elect for Seven Keys to complete all relevant documentation and attend court on your behalf**). You will be given an opportunity to appoint external representation if you wish by an engagement between you directly with a third party.

TERMINATION

The Landlord and the Agent both have the right to terminate this Agreement in writing;

- Upon the Tenant's vacation of the premises;
- At any time before the completion of the Tenancy documentation. However, if a formal offer has been made by an applicant, it may not be possible to withdraw the offer if it has been accepted. In this instance, if the applicant agrees to accommodate your request you should expect to meet reasonable costs and expenses incurred by the applicant. If you instruct us to proceed with a proposed tenancy and subsequently withdraw your instructions, you agree to meet the reasonable costs and expenses incurred by us and pay a contribution towards our advertising costs, payable at £300.00 inclusive of VAT.
- If the other party breaks any important term or condition of this agreement during the term of a Tenancy provided that 30 days written notice of the breach has been given by the other party in writing, the breach has not been remedied and monetary compensation is wholly inadequate;
- If either party carries out or suggests that the other should carry out any form of unlawful discrimination.
- Upon giving three months' written notice to expire no earlier than the end of the fixed term of the Tenancy.

STANDARD MAINTENANCE TERMS

Fully Managed Service includes arranging for repairs by Seven Keys or specialist third parties to attend the property and coordinating all access and arrangement with the tenant and trade on your behalf. (See Fees).

- Seven Keys will settle works/repairs invoices from rents received (or any insurance policy) insofar as such payments can be made from those sources.
- Seven Keys is authorised to instruct third parties to carry out works of repair or maintenance up to a maximum of £150 (or such other limit as specified in writing by the Landlord) for any individual item.
- Seven Keys shall retain from the first rent payment received from the Tenant the amount of £150 (in the case of monthly rent), which will be held to create a repair fund. We will then retain enough money from each subsequent rent payment to maintain the repair fund at the same balance if repair costs have been incurred.
- Where Seven Keys reasonably considers it necessary to exceed this limit before obtaining instructions, then it may do so in the event of emergencies and preventative action being necessary to ensure damage limitation (as explicitly instructed for insurance purposes).
- Whilst Seven Keys has no obligation to carry out works of repair or maintenance of an emergency nature, should it do so, then Seven Keys shall be entitled to recover the whole of the expenditure from the Landlord without limit.
- Seven Keys will co-ordinate works for repair or maintenance **only** after ascertaining whether this cost is to be borne by the Landlord or the tenant.
- In the case that the cost is deemed to be the responsibility of the Landlord then consideration will be given as to whether this repair or maintenance is covered within your building's insurance cover (if arranged by Seven Keys). For those clients arranging their own insurance, all claim clauses and excesses will require your own verification.
- If this is the case, any claim must be assessed commercially versus the excess charge within the policy of property damage:
 - Subsidence - £1,000.00
 - Malicious Damage by Tenant - £350.00
 - All other claims - £250.00

ACCEPTANCE OF TERMS AND CONDITIONS**Full name(s) of Owner(s)/Landlord(s):**

Property Address(es)	Management Fee (inclusive of VAT)
1.	£
2.	£
3.	£
4.	£
5.	£

I/We accept the above terms and conditions contained in this Agreement and I/we instruct the Agent to act on my/our behalf for the purpose of the Letting and Rent Collection and Management of the premises. By signing this Agreement, I/we give you the authority to deduct your fees, expenses, commission and any other costs from any monies that you are holding that belongs to me/us.

I/We acknowledge my/our obligations under the Furniture and Furnishings (Fire) (Safety) Regulations 1988 as amended 1993, The Gas Safety (Installation and Use) Regulations 1998 and the Electrical Equipment (Safety) Regulations 1994 and I/we accept and confirm that I/we have full responsibility to ensure that I/we comply with their requirements before and during the letting of the premises.

I/We agree to abide by the regulations of a government backed tenancy deposit scheme (TDP) in line with its legislation.

Name of Owner(s)/ Landlord(s):**Landlord Physical Address:****Landlord Correspondence Address (if different):****Principal contact details:**

E-Mail Address:

Mobile Phone:

Alternative Phone:

Signature(s) of Landlord(s)

Date of Signatures

We are part of The Property Ombudsman Redress Scheme. Client Money Protection provided by UKALA.



LANDLORD WARRANTIES

Title and Permissions

The Landlord(s) confirms that he/she/they is/are the sole/joint owner(s) of the Property and has the right to rent out the Property under the terms of the mortgage or head lease. Where necessary, the Landlord confirms that permission to let the Property has been obtained from the mortgagee or relevant party. The Landlord authorises the agent to carry out various usual duties of property management including those agreed in these Terms and Conditions. The Landlord also agrees that the Agency may take and hold deposits and comply with the requirements of any deposit protection scheme that may apply to the deposit.

Please provide the following details which will be utilised for all property income payments and notifications to HMRC until we are officially notified in writing by you of any change to these details.

Bank details – Please provide details of the bank account to receive rent

Account Holder:

Bank/ Building Society Name:

Sort Code:

Account No:

SWIFT:

IBAN:

Non-Resident Landlords

I/We confirm we are currently registered as Non-Resident Landlords and have approval from HMRC to receive all rent payments gross of UK tax. These approval numbers are:

Owner 1: & (Name and NRL number)

Owner 2: & (Name and NRL number)

Company Name: & (Name and NRL number)

INFORMATION REQUIRED FOR PROOF OF ID

In order to comply with the Proceeds of Crime Act 2002 and the Money Laundering Regulations 2007 we require you to provide us with one proof of identity and one proof of residence, which can be selected from the list below. You should either send us original documents for copying and returning to you; or provide us with copies certified by a solicitor as genuine. We apologise but we will not be able to accept printouts of online bank statements or utility bills.

List A: Proof of Identity

- Full Passport
- National Identity Card
- Full Driving License
- Cheque (please mark as "Void")

List B: Proof of Residence

- Council Tax Bill
- Utility Bill
- Mortgage Statement
- Bank Statement
- Credit or Charge Statement
- Full Driving License (cannot be used to satisfy both List A and List B)

If you are a public limited company, we will require a certified copy of the Certificate of Incorporation. If the company is not quoted, we require certified copies of any two of the following documents:

- Memorandum and Articles of Association
- Certificate of Incorporation
- A set of the latest accounts
- The most recent annual Companies House return

In addition, we need proof of identity and residence of one of the directors of the company.

NOTICE OF RIGHT TO CANCEL

We ("the Landlord(s)") have read and accepted the terms and conditions of services and confirm that we wish Seven Keys to provide the stated services for a fee of the rent passing under the Tenancy Agreement and the applicable fee schedule attached for services rendered by instruction.

Cancellation Rights

In accordance to the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013, you have the right to cancel this agreement within 14 days without giving any reason. The cancellation period will expire after 14 days from the day of the conclusion of the agreement ('The Agreement Date').

To exercise the right to cancel, you must inform us of your decision to cancel this agreement by a clear statement (e.g. a letter sent by post or e-mail).

Seven Keys at 3A Carlton Court, Fifth Avenue, Team Valley Trading Estate, Gateshead, Tyne and Wear, NE11 0AZ or by email to info@sevenkeys.co.uk.

To meet the cancellation deadline, it is sufficient for you to send your communication concerning your exercise of the right to cancel before the cancellation period has expired.

We will not commence work for 14 days from the Agreement Date. If you wish the services to begin within the cancellation period, you must agree to this in writing. Your right to cancel the Agreement within the cancellation period will not be affected. However, if you do choose to cancel the Agreement you will be required to pay for goods and services supplied prior to cancellation.

If you would like our service to start within 14 days of the Agreement Date, please sign the Client Declaration below.

Client Declaration to commence work from the Agreement Date

I/We confirm that I/We wish to instruct Seven Keys to commence services from the date of this agreement.

I/We understand that if we cancel our agreement within the cancellation period we will be required to pay for goods and services supplied prior to cancellation.

Landlord Signature:

Date:

FEEES

ALL FEES ARE INCLUSIVE OF VAT

TENANT FIND FEE(S)

Setting up fee(s)	Creation of the tenancy, full advertising costs, tenant find fee, inventory, deposit protection and reference checks for up to two applicants.	£299.00
Accompanied viewings	Seven Keys to attend all viewings and show prospective applicants around the property.	£99.00
Additional Referencing	A fee per applicant/guarantor will be charged, if more than two references are required.	£28.00
Subsequent tenancies	If more than one tenancy is required, a setting up fee will be charged for second and subsequent tenancies.	£240.00 (from the 1st months' rent)

PROPERTY MANAGEMENT

Monthly management fees	<p>Following tenant sourcing, Seven Keys will take over all property management including move in and key registration, collection of first month's rent and security deposit.</p> <p>This will include utility, water and council tax notifications. Ongoing collection of rent, distribution of rent to landlord, management of maintenance reporting and execution, provision of monthly and annual statements to landlord and periodic property inspections. In the event of non-payment of rent, arrears will actively be managed by our property managers, to the stage of legal action when you will be requested to agree to the legal action to be taken. Management fees are charged monthly only whilst the property is occupied and not during vacant periods.</p>	<p>12% of gross rent</p> <p>NOTE: For the purpose of management, properties under management are counted by tenancy agreement. E.g. a pair of flats is two tenancies and therefore counts as two properties.</p>
Safeguarding actions	In the event the property is empty for 60 days, all services will require closure of gas and water supplies. To ensure compliance with Buildings Insurance and Health and Safety, the property will be inspected every 14 days during vacant periods.	£65.00
Renewal of agreement to existing tenant	Including negotiations and for the service of extending and/or the renewal of a Tenancy Agreement.	£60.00 (from the next months' rent)
Additional services	Administration charge for additional services carried out upon your written request.	£30.00
Buildings Insurance	Annual – arranged and administered	Cost + £35
Courier and Post	When required - optional	Cost + £35

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PROPERTY MANAGEMENT CONT...

Safekeeping of deeds	Annual – optional. <i>(Applicable only where deeds are provided in addition to registration).</i>	£36.00
EPC	Energy performance certificate. Due every ten years.	£85.00
Utility payments	When required	Cost + £18
Ground rent and service	When required	Cost + £18
Fee administration	Where possible payments will be made via direct debit or standing order, where not possible then an administration fee is charged as indicated.	Cost + £18
Inventory	Start of tenancy included in setting up fee(s). However additional inventories, if required, will be charged at the prevailing rate.	£85.00
Maintenance	During the tenancy.	Contractor + 18%
Professional clean	Subject to property size (includes deep clean of oven)	£130.00 to £160.00
Communal cleans	Apartments	£48.00
	HMO	£75.00
Online Client Portal - Optional	Seven Keys can provide Landlords with an online client portal called PropertyFile. PropertyFile is an online login system, designed to connect you to your agent and tenant, providing you with all the information you need to track your properties throughout the tenancies. If you wish to be set up on the system, then the stated cost applies. For more information, please visit https://propertyfile.co.uk/landlords/	£4.00 per month (per property)

NOTE: The initial inventory is included in the setting up fee(s). Due to the Tenant Fee Ban 2019, the move out inventory is at the cost of the landlord; the start of tenancy inventory is for comparison purposes. Both inventories are conducted by Seven Keys or an external company, provide a comprehensive and compliant report with photographs and both the move in and move out report will be available to you upon request.

LEGAL SERVICES FOR RENT RECOVERY OR EVICTION

Section 21 Notice	2 months' notice to quit	£40.00
Section 8 Notice	14 days' notice of intention to apply for possession	£40.00
Possession application to court		Court Fee + £200.00

Possession application includes gathering of all relevant evidence for the hearing and attendance at court as your property manager. You can elect to appoint a third party if you choose.

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PROPERTY MAINTENANCE

Gas Safety Certificate	Required Annually – includes warranty management, annual servicing and on the spot repairs up to the amount of £50.00.	£175.00
Electrical Installation Condition Report	Currently advisory, this will be required every five years and is currently passing through English law.	£240.00
Full lock change	All external doors and windows per property	£195.00
Legionella testing	Available if required – advisory for properties that are vacant in excess of 8 weeks.	£99.00
Maintenance management	Work supervision and arrangement fees. Should the premises be vacant, payment will be required before any repairs will be undertaken.	Cost + 18%
Subsequent Repair Quotes	Should you require more than two quotes for repairs, there will be an additional charge per quote for our time taken in obtaining these.	£24.00 per quote

This fee is inclusive of communication with tenant, recording of quotes and communication with you and your tenant for works approval and access arrangements. All contractors will be instructed and deployed accordingly as per instructions, with receipt of and payment of invoices made on your behalf, where you will be offered to settle the invoice immediately or from rental income if sufficient funds are held on account.