

# Lettings Packages



**HARRIS & CO**  
ESTATE AGENTS

LETTINGS PACKAGES	ADVERTISEMENT ONLY	LET ONLY (TENANT FIND)	RENT COLLECTION	FULL MANAGEMENT
<b>MONTHLY CHARGE OF RENT COLLECTED PLUS VAT.</b>	<b>N/A</b>	<b>N/A</b>	<b>4% (6% inc VAT)</b>	<b>10% (12% inc VAT)</b>
<b>ONE OFF INITIAL SET UP CHARGE</b>	<b>£175+ Vat</b>	<b>£340+ Vat</b>	<b>£130+ Vat</b>	<b>£130+ Vat</b>
Advertising	✓	✓	✓	✓
Professional photographs	✓	✓	✓	✓
Order "To Let" board when requested	✓	✓	✓	✓
Accompanied viewings (where applicable)		✓	✓	✓
Full reference, credit and affordability checks, government right to rent checks		✓	✓	✓
Preparation of legal documentations		✓	✓	✓
Informing relevant parties of tenant move in		✓	✓	✓
Informing relevant parties of tenant move out			✓	✓
Collection of bond and protection with The Deposit Protection Service		✓	✓	✓
Collection of rent using dedicated accounting software			✓	✓
Instruct energy performance certificate				✓
Instruct gas safety check				✓
Instruct electrical condition report				✓
Advice from accredited property professional and member of United Kingdom association of Safe Agent				✓
Redress scheme 'The Property Ombudsman'	✓	✓	✓	✓
Regular property inspections				✓
Pre-checkout guidelines for tenants			✓	✓
Professional inventory check out			✓	✓
24/7 Repair service on website				✓
Organise repair work to agreed limit				✓
24/7 Emergency repair service log				✓
Handling deposit claims			✓	✓
Completion and submission of court paperwork and bailiff paperwork where necessary				✓
Organise maintenance and property in void period				✓

ADDITIONAL CHARGEABLE SERVICES	PRICE + VAT	ADVERTISEMENT ONLY	LET ONLY (TENANT FIND)	RENT COLLECTION	FULL MANAGEMENT
Tenancy agreement renewal/amendment	£50				
Tenancy Deposit Scheme (Per Tenancy)	£15		INCLUDED		
Professional Inventory	£60				INCLUDED
Key cutting	£5				
Gas safety certificate (depending on appliances)	£65				
Energy performance certificate	~£60				
Electrical certificate	~£130				
Solicitor to attend court (Additional Charges Apply)	POR**				
Property Inspections	£50				INCLUDED
Serving notice to tenants	£75				INCLUDED
Court paperwork	£150				INCLUDED
Void period management	£100				INCLUDED
Property attendance (Other)	£30 Per Hour				INCLUDED
Property viewings	£15 Per Hour		INCLUDED	INCLUDED	INCLUDED

We reserve the right to change our product's prices at any time without further notice

\*\*Price on Request

If you require further information, please contact the office.

Email: [Info@harrisandcoestates.co.uk](mailto:Info@harrisandcoestates.co.uk)  
Phone: 01253 876515

18 Poulton Street  
Fleetwood  
FY7 6LP

