

## TENANT INFORMATION

We pride ourselves in providing an honest, comprehensive and professional service which is why we publish any associated costs for securing a property with us in advance. Please feel free to speak directly with the Negotiator you are dealing with, to confirm the charges as listed.

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## PRE-TENANCY COSTS

\*\*All costs are one-off and INCLUSIVE of VAT

Admin fee (per property)	£300
Credit and referencing checking (per person)	£114

Tenants are required to pay an initial check in fee at the commencement of the Tenancy however, no check out fees are payable at the end of the Tenancy:

Studio	£150
1 Bedroom	£174
2 Bedroom	£186
3 Bedroom	£210
4 Bedroom	£228
5 Bedroom +	£240

## REFERENCES REQUIRED:

Applicants will be required to provide the following reference documents for the Landlord's approval:

- Passport copy
- Employment confirmation stating job title, start date and salary (salary should be approx 2.5 times their share of rent to pass referencing)
- Previous Landlord reference

Students will be required to provide:

- Passport copy
- Confirmation of their student status
- A Guarantor who should be earning approx. 3 x the applicants share of rent (Passport copy and employment reference required, or where the Guarantor is not employed, three months bank statements showing sufficient savings on account, or an Accountant's letter confirming their ability to meet the financial obligation)

To secure the property and take the flat off the market a non-refundable **two week holding deposit** will be payable as soon as possible either by cash in the office or via bank transfer.

This deposit will be forfeited should you no longer wish to undertake a tenancy at the property. If the Landlord no longer wishes to go ahead with the tenancy, the deposit will be refunded as soon as possible.

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## CHANGES IN OCCUPANCY/RENEWALS

We understand that circumstances change and those visiting London are often here for shorter term contracts or studies. We therefore offer a more flexible agreement whereby Tenant's may change occupancies.

Likewise, we offer a competitive renewal fee for those looking to stay long term.

Tenancy Handover Fee (per person)	£240
Renewal Fee (per property)	£300

**\*\*PLEASE NOTE; GREENLANDS ARE NOT CURRENTLY PART OF A CLIENT MONEY PROTECTION SCHEME\*\***

## **LANDLORD INFORMATION**

We pride ourselves in providing an honest, comprehensive and professional service which is why we publish any associated costs for letting your property with us, in advance.

Please feel free to speak directly with the Negotiator you are dealing with, to confirm the charges as listed.

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### **Let Only – 7% + VAT**

Greenlands offer a simple and effective let only service which is ideal for Landlords who are looking for an introduction only and prefer to handle management and rent collection directly.

The service includes:

- Marketing across all major portals and to our extensive applicant base
- Accompanied viewings between 9.30am and 7pm (Mon-Fri) and 10.30 – 3.30pm (Sat)
- Credit checking
- Full employment and previous landlord checks
- An Assured Shorthold tenancy agreement
- Comprehensive Inventory Check In report
- Deposit protection if required
- Providing a Standing Order Mandate to Tenants to ensure timely payments
- Professional tenancy advice through the duration of the term

### **Letting & Rent Collection – 10% + VAT**

This service is ideal for those Landlords who are happy to manage the day to day maintenance of their property but would prefer us to handle the rental income, giving them the peace of mind that the rental payments will be closely monitored and the Tenants pursued where necessary.

The service includes all the above plus monthly accounting to the Landlord, same day bank transfers to your account upon receipt of monies, plus serving notices as and when required.

### **Letting & Management – 12% + VAT**

Our fully managed service includes the above, plus six monthly inspections, annual gas safety checks and organising repairs/maintenance issues. Rent is also guaranteed by us, so despite late payments from Tenants, you can rest assured you will always have the rent in full on the rent due date.

This is our most popular service, as it offers a hassle free solution for Landlords who would rather take a back seat and not have to deal with some of the problems associated with letting a property.

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## **RENEWALS**

Our lettings fee remains payable on an annual basis (or monthly if option for the Rent Collection/Management service) where a renewal is agreed for a further term.

We endeavour to secure a competitive rent for the forthcoming term and ensure a renewal agreement is in place, protecting your interests and guaranteeing no void period in rent.

We also offer an Inventory update for the new term and ensure deposit protections are extended in accordance with the new terms, where Greenlands hold the monies as Stakeholder.

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