



### Letting Only



Are you interested in managing and collecting rent yourself? Choose our 'Letting Only' package. One Move will make sure your property is rented as soon as possible by advertising your property on multiple platforms.

All tenants will be fully referenced so that you can have the most reliable tenants at your property. We will also arrange and accompany prospective tenants to all viewings so you don't have to.

If you would like things to be even easier, take a look at our 'Letting + Rental Collection' section below for more information.

### Letting + Rental Collection



Only want to worry about the day to day work of property management and nothing else? Then this package is the one for you. Not only will we rent out your property to great tenants, we will also collect payments and transfer it to your account.

At the end of each month we will send you a monthly statement detailing the rent collected. On the other hand, if you are looking for a complete hands-off option, our 'Fully Managed' section below will definitely be of interest to you.

### Fully Managed




Want to put your feet up and relax or focus your time and energy on other projects? One Move provides a 'Fully Managed' service where you can maintain your lifestyle, without having to manage your property on a daily basis.

Starting from the initiation of the tenancy right through to the termination, we will deal with all property maintenance and administration matters, ensuring you receive a hassle-free experience.

Our guarantee is that we will do whatever it takes to ensure that the property is managed appropriately and we will work late into evenings and weekends to provide you with a high-quality service. Please scroll down to our fees page for more details about what we can offer you.



 0203 633 6683

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Landlord Fees and Charges	Fully Managed	Letting+ Rental Collection	Letting Only
	15% + VAT	12.5% + VAT	10% + VAT
Assess your requirements and advise on rent achievable	✓	✓	✓
Ensure compliance with Anti Money Laundering (AML) legislation	✓	✓	✓
Arranging all of the safety certificates e.g. Energy Performance Certificate, Gas Safety Checks etc. is in place for the beginning of the tenancy (any safety checks will be at your expense)	✓	✓	✓
Professional photography of property	✓	✓	✓
Market the property through One Move and other popular online portals	✓	✓	✓
Property marketed to our selected applicants including our corporate contacts	✓	✓	✓
Erect a board marketing the property	✓	✓	✓
Viewings accompanied by a member of our One Move team	✓	✓	✓
Comprehensive referencing procedure including full reference of right to rent checks, prior landlord & employment references for tenants	✓	✓	✓
Draft bespoke tenancy contract for yourselves and prospective tenants, updated with latest legislation	✓	✓	✓
Negotiating a tenancy between yourself and prospective tenants	✓	✓	✓
Collect holding deposit which will be held in our client account	✓	✓	✓
Arranging for the Tenant(s) to set up a standing order payable to One Move	✓	✓	
Registering the deposit with a Government approved deposit scheme	✓	✓	
Dedicated property manager	✓	✓	
Arranging for an inventory and schedule of condition to be created	✓	✓	
All further rent collection transferred by BACS into your account electronically	✓	✓	
Dedicated account manager to send monthly statements detailing rent collected	✓	✓	
Automatic re-marketing before the existing tenant vacates	✓	✓	
Void period property visit	✓	✓	

Landlord Fees and Charges	Fully Managed	Letting+ Rental Collection	Letting Only
Transfer of utilities and council tax at tenancy start date	✓		
Professional inventory inspection with a detailed report, including photos and full check in report	✓		
Payment of service charge and ground rent on your behalf (if requested)	✓		
Hold property keys	✓		
Negotiation of the deposit release and evidence report to deposit scheme provider	✓		
Hold working float agreed with landlord	✓		
Deal with day-to-day routine management	✓		
Ensure all workers have the necessary insurance before commencing work	✓		
Handling all repairs and maintenance up to value of £200, liaising with tenant and contractor	✓		
Pay all contractors on your behalf	✓		
Check-out report at the end of your tenancy with reference to inventory report	✓		
Correct Legal Notice issued to tenant as the tenancy end approaches	✓		

## Additional Fees & Charges

Certificates	Fully Managed	Letting+ Rental Collection	Letting Only
Arranging Gas Safety	£0	£30	£30
Arranging Energy Performance Certificate	£0	£30	£30
Arranging Portable Appliance Test	£0	£30	£30
Arranging Domestic Electrical Installation Condition Report	£0	£30	£30

Property Maintenance	Fully Managed	Letting+ Rental Collection	Letting Only
Deep clean (clean + carpet cleaning) *	Price on request		
Inventory Report + Check Out	Price on request		
Check out report *	Price on request		
Cutting of standard keys (excluding cost of keys)	£15	£15	£15
Works above >£1000	8%	10%	10%
Waiting at property per hour	£30	£30	£30

Add-Ons	Fully Managed	Letting+ Rental Collection	Letting Only
Abortive letting charge	£200	£200	£200
Legal eviction service	Price on request		
Rent guarantee insurance	Price on request		



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Sanctions & Anti Money Laundering Checking Identification Fee	£10 inc VAT per tenant & Guarantor
Tenant and Guarantor Referencing Fees Includes full referencing, the right to rent check and AML check. For guarantor's it includes full referencing, AML check and guarantor agreement.	£50 inc VAT per reference
Tenancy Arrangement and Preparation To include preparing the tenancy agreement, providing a sample copy to your prospective Tenant, arranging the Tenant's standing order (where applicable), accounting to you regarding the first rental paid less our fees and commission.	£200 inc VAT
Deposit Registration with My Deposits	£50 inc VAT
Waiting at the Property	£30 per hour inc VAT
Providing Duplicate Statement(s)	£10 inc VAT per statement
Property Visits	£60 inc VAT
Copy of full statement for annual tax return	£96 Inc VAT

## Selective and HMO licences:

Selective licence - Let only and Rent Collection Service	£300 Inc VAT
Selective licence- Managed Service	£180 Inc VAT
Reporting to and making payments to HMRC for overseas Landlords without HMRC approval	£60 inc VAT per quarter



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