



**Service: Introduction Only**  
**Fee: One Months Rent**  
**NOTE: Plus VAT**

- Place the property details on our own website **www.hbproperty.co.uk** and **www.rightmove.co.uk**.
- Effect appropriate advertising of the property to seek suitable tenants this includes the Harlow Star and sending weekly property details to registered applicants.
- Arrange and accompany prospective tenants' viewings.
- Negotiate and agree terms of your tenancy, including the rent, furniture and any specific requirements of landlord and tenant.
- Secure suitable tenants for the property at the rental value agreed with the landlord.
- Prepare the tenancy agreement for the term agreed.
- Collect one months rent and a security deposit equal to six weeks rent (landlord will hold deposit providing he/she has proof of registration with My Deposits or DPS). Fees start from £57.57 for registration, £29.36 for each deposit, £14.70 annual subscription. H&B Lettings will not arrange this service.
- Forward the first months rent and deposit to the landlord by BACS, having deducted our fees/charges as agreed.
- Move the tenant into the property.
- **NOTE:** *Howick & Brooker will engage the services of an independent inventory provider, for an extra fee, subject to size of property.*

#### **Landlord's responsibilities throughout the tenancy**

- Returning the tenants deposit at the end of the tenancy.
- Collecting the monthly rent.
- Maintaining and checking the condition of the property.
- Attending to any maintenance issues raised during the tenancy.
- Checking the tenants out of the property at the end of tenancy.

**This service is appropriate for landlords who wish to manage all aspects of the tenancy.**



**Service: Non Managed**

**Fee: 10% of monthly rent plus VAT**

**Set up Fee: £200.00 deducted from first months rent only**

**In Addition to our Introduction only service, Howick & Brooker will:-**

- Engage the services of an independent inventory provider immediately prior to the tenant moving in, ensuring the inventory is thorough and detailed, and ensure the landlord and tenant have the opportunity to check the inventory. *There will be an extra charge for this depending on the size of the property and what items of furniture remain.*
- Collection of rent on the specified rent due date, paying the rent by BACS to the landlord to their chosen account.
- Collect and hold the security deposit which will be a total of one and a half months rent.
- Register the landlord with a tenancy deposit scheme.
- Deal with any rent arrears should this occur.
- Assisting the landlord to complete documentation for "Non Resident Landlords" in respect of the Inland Revenue.
- Our Management team will take calls on behalf of the landlord to discuss any aspects of the Tenancy Agreement
- Renew the Tenancy Agreements as and when required.
- Send out suitable letters and formal notices towards the end of the tenancy.
- At the end of tenancy we will engage the independent inventory provider to carry out a thorough final inspection at the expense of the tenant.

**Landlord's responsibilities throughout the tenancy**

- Maintaining and checking the condition of the property.
- Attending to any maintenance issues raised during the tenancy.

**This service is ideal if the landlords wish to be more involved with the tenancy.**



**Service: Fully Managed**  
**Fee: 12.5% of monthly rent plus VAT**  
**Set up Fee: £200.00**

- Place the property details on our own website **[www.hbproperty.co.uk](http://www.hbproperty.co.uk)** and **[www.rightmove.co.uk](http://www.rightmove.co.uk)**.
- Effect appropriate advertising of the property to seek suitable tenants, this includes the Harlow Star, and sending weekly property details to registered applicants.
- Arrange and accompany prospective tenants' viewings.
- Negotiate and agree terms of your tenancy, including the rent, furniture and any specific requirements of landlord and tenant.
- Secure suitable tenants for the property at the rental value agreed with the landlord.
- Prepare the tenancy agreement for the term agreed.
- Collect one months rent and a security deposit equal to six weeks rent.
- Forward the first months rent to the landlord by BACS, having deducted our fees/charges as agreed.
- Move the tenant into the property.
- Engage an independent inventory provider inventory immediately prior to the tenant moving in, ensuring that the inventory is thorough and detailed, and ensure the landlord and tenant have the opportunity to check the inventory. *There will be an extra charge for this depending on the size of the property and what items of furniture remain.*
- Collection of rent on the specified rent due date, paying the rent by BACS to the landlord to their chosen account.
- Collect and hold the security deposit which will be a total of six weeks rent.
- Register the landlord with a tenancy deposit scheme.
- Provide a monthly statement of account by post or email.
- Provide a monthly maintenance report, stating any problems that may have occurred during the tenancy.
- Deal with any rent arrears should this occur.
- Carry out property inspections every eight to twelve weeks, sending a written report to the landlord.
- Assisting the landlord to complete documentation for "Non Resident Landlords" in respect of the Inland Revenue.

- Our Management team will take calls on behalf of the landlord to discuss any aspects of the property or Tenancy Agreement.
- Ensure maintenance problems are dealt with quickly, as per the landlord's instructions, pay for all repairs direct from the monthly income, or send tradesman invoices direct to landlord.
- Renew the Tenancy Agreements as and when required.
- Send out suitable letters and formal notices towards the end of the tenancy.
- At the end of tenancy we will engage the services of the independent inventory provider to carry out a thorough final inspection at the cost of the tenant.

**This is the most thorough and comprehensive service, looking after all the landlords requirement. We would highly recommend that overseas landlords choose this service.**