

BLACK & WHITE

Lettings & Property Investment Specialists

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Registered Office: 44 London Street, Reading, Berkshire, RG1 4SQ

Registered in England No: 09399677

We offer a range of structured service levels including a fully tailored option. Below are details of services we can provide, along with their relevant standard fees. Please note all fees listed are inclusive of VAT at the prevailing rate, and that all new full management tenancies are subject to a set up administration fee of £150.00 inc. VAT.

	Let Only	Rent Collection	Full Management	Full Management Total Protection
Pre-Tenancy				
Pre Marketing Visit	Yes	Yes	Yes	Yes
Arrangement of EPC - Cost of EPC is payable separately	Yes	Yes	Yes	Yes
Professional Photography**	Yes	Yes	Yes	Yes
Detailed Floor plan**	Yes	Yes	Yes	Yes
Full Marketing inc Rightmove, Zoopla, social media channels & our database	Yes	Yes	Yes	Yes
Online Appointment scheduling 24 Hours a day, 7 days a week	Yes	Yes	Yes	Yes
Accompanied viewings 6 days a week	Yes	Yes	Yes	Yes
Lettings Negotiation	Yes	Yes	Yes	Yes
Comprehensive tenant referencing	Yes	Yes	Yes	Yes
Tenancy documentation & Deposit Protection	Yes	Yes	Yes	Yes
Arrangement of Electrical Periodic Inspection (every 5 years) & Annual Portable Appliance Testing - *Cost of Inspections is payable separately			Yes*	Yes
Arrangement of Annual Gas Safety Check & Boiler Service - *Cost of Check & Service is payable separately			Yes*	Yes
Arrangement of Annual Portable appliance testing - *Cost of PAT is payable separately			Yes*	Yes
Arrangement of installation of required smoke & carbon monoxide detectors - cost of units and fitting payable separately			Yes	Yes
Arrangement of Inventory services - Cost of inventory is payable separately			Yes	Yes
Arrangement of Cleaning Services - Cost of Cleaning is payable separately			Yes	Yes
Utility Transfer Management - Start of Tenancy	Yes	Yes	Yes	Yes
Financial				
Rent Collection		Yes	Yes	Yes
Account Management		Yes	Yes	Yes
Black & White Tenant Evict	Optional Extra	Optional Extra	Yes	Yes
Black & White Landlord Rent Protection	Optional Extra	Optional Extra		Yes
Property Management				
365 Day a year Emergency Maintenance Cover inc Annual Safety Certificates for Gas & Electric & Boiler Service				Yes
Repairs & Maintenance Management			Yes	Yes
Secure, electronic key holding & management	Yes	Yes	Yes	Yes
Utility Transfer Management - End of Tenancy	Yes	Yes	Yes	Yes
Online document access 24/7	Yes	Yes	Yes	Yes
ARLA qualified, dedicated Property Manager available 7 days a week***			Yes	Yes
Personal check in service by Property Manager	Optional Extra	Optional Extra	Yes	Yes
Individual Property Welcome Folder	Optional Extra	Optional Extra	Yes	Yes
Renewal Negotiation	Optional Extra	Optional Extra	Yes	Yes
Tailored property visit schedule			Yes	Yes
End of tenancy deposit deduction negotiation			Yes	Yes
End of tenancy deposit processing - if we registered the deposit at the start of the tenancy	Yes	Yes	Yes	Yes
	72% of one months rent*	10.2%	13.2%	16.8%

* Let only rates are subject to a minimum fee of £420 inc. VAT

** If we are not the sole agents these will be charged as a separate upfront cost and refunded if we are successful in letting the property

*** Your property manager is contactable by email 7 days a week & by phone 6 days a week