

BLACK & WHITE

Lettings & Property Investment Specialists

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 Registered in England No: 09399677

We offer a range of structured service levels. Below are details of services we can provide, along with their relevant standard fees. Please note all fees listed are inc. VAT at the prevailing rate, and that all new full management tenancies are subject to a set up administration fee of £250 inc.VAT Please note for administration to HMRC for Landlords residing overseas with tax exemption granted there is an additional £72 inc VAT per annum payable, for Landlords residing overseas without tax exemption granted it is £45 inc VAT per quarter

✓ = Included • = Optional Extra

Over £850 of extras inc. as standard

| | Let Only | Basic | Standard | Finest |
|--|--------------------------------|--------------|---------------------------------|--------------|
| Pre-Tenancy | | | | |
| Pre Marketing Visit | ✓ | ✓ | ✓ | ✓ |
| Arrangement of EPC - Cost of EPC is payable seperately | • | • | ✓ | ✓ |
| Professional Photography** | ✓ | ✓ | ✓ | ✓ |
| Detailed Floor plan** | ✓ | ✓ | ✓ | ✓ |
| Full Marketing inc Rightmove, Zoopla, social media channels & our database | ✓ | ✓ | ✓ | ✓ |
| NEW FOR 2018 - Virtual Furnishing | • | • | • | • |
| NEW FOR 2018 - Virtual Viewings (full virtual tour of your property) | • | • | • | ✓ |
| Minimum of 1 Featured Poperty listing on Rightmove during Marketing Cycle | • | • | • | ✓ |
| Online Appointment scheduling 24 Hours a day, 7 days a week | ✓ | ✓ | ✓ | ✓ |
| Accompanied viewings 6 days a week | ✓ | ✓ | ✓ | ✓ |
| Lettings Negotiation | ✓ | ✓ | ✓ | ✓ |
| Comprehensive tenant referencing | ✓ | ✓ | ✓ | ✓ |
| Tenancy Documentation | ✓ | ✓ | ✓ | ✓ |
| Custodial Deposit Protection - inc serving paperwork to tenants | • | ✓ | ✓ | ✓ |
| Arrangement of Electrical Periodic Inspection (every 5 years) - Cost of Periodic Inspection is payable seperately | • | • | ✓ | ✓ |
| Arrangement of Annual Gas Safety Check & Boiler Service - Cost of Check & Service is payable seperately | • | • | ✓ | ✓ |
| Arrangement of Annual Portable appliance testing - Cost of PAT is payable seperately | • | • | ✓ | ✓ |
| Arrangement of installation of required smoke & carbon monoxide detectors - cost of units and fitting payable seperately | • | • | ✓ | ✓ |
| Arrangement of Inventory services - Cost of inventory is payable seperately | • | • | ✓ | ✓ |
| Arrangement of Cleaning Services - Cost of Cleaning is payable seperately | • | • | ✓ | ✓ |
| Utility Transfer Management - Start of Tenancy | ✓ | ✓ | ✓ | ✓ |
| Financial | | | | |
| Rent Collection | | ✓ | ✓ | ✓ |
| Account Management | | ✓ | ✓ | ✓ |
| Black & White Tenant Evict | | • | • | ✓ |
| Black & White Landlord Rent Protection | | • | • | • |
| Property Management | | | | |
| Secure, electronic key holding & management | • | • | ✓ | ✓ |
| Utility Transfer Management - End of Tenancy | ✓ | ✓ | ✓ | ✓ |
| Online document access 24/7 | ✓ | ✓ | ✓ | ✓ |
| ARLA qualified, dedicated Property Manager available 7 days a week*** | | | ✓ | ✓ |
| Personal check in service by Property Manager | • | • | • | ✓ |
| Individual Property Welcome Folder | • | • | • | ✓ |
| Renewal Negotiation | • | • | ✓ | ✓ |
| Repairs & Maintenance Management | | | ✓ | ✓ |
| Tailored property visit schedule | | | £60 per visit (min 2 per annum) | ✓ |
| End of Tenancy management | • | • | ✓ | ✓ |
| End of tenancy deposit deduction negotiation | • | • | ✓ | ✓ |
| End of tenancy deposit processing <i>if Black & White registered the deposit at the start of the tenancy</i> | ✓ | ✓ | ✓ | ✓ |
| Deposit Dispute Claim Handling | • | • | • | ✓ |
| | 72% of one months rent* | 10.8% | 12.0% | 16.8% |

If you have a portfolio of properties we offer a sliding scale of fees, as set out below, rates applicable to all properties within your portfolio provided they are under the same level of service.

| Number Of Properties | Let Only | Basic | Standard | Finest |
|----------------------|-------------------------|-------|----------|--------|
| 2 | 72% of one months rent* | 9.6% | 10.8% | 15.6% |
| 3-5 | 72% of one months rent* | 8.4% | 9.6% | 14.4% |
| 6+ | 60% of one months rent* | 7.6% | 8.4% | 13.2% |

* Let only rates are subject to a minimum fee of £420 inc.VAT for new lets & £210 inc.VAT for renewal negotiations

** 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 week

Optional Extras Price List

all prices are inclusive of VAT at the prevailing rate

| | Let Only | Basic | Standard | Finest |
|--|--|-------------------------|------------------------------------|------------------|
| Pre-Tenancy | | | | |
| Arrangement of EPC - Cost of EPC is payable seperately | £60.00 | £60.00 | | |
| NEW FOR 2018 - Virtual Furnishing | £50 per image | £50 per image | £50 per image | £50 per image |
| NEW FOR 2018 - Virtual Viewings (full virtual tour of your property) | £199.00 | £199.00 | £199.00 | |
| Minimum of 1 Featured Property listing on Rightmove during Marketing Cycle | £250.00 RRP £500 | £250.00 RRP £500 | £250.00 RRP £500 | |
| Custodial Deposit Protection - inc serving paperwork to tenants | £60.00 | | | |
| Arrangement of Electrical Periodic Inspection (every 5 years) - Cost of Periodic Inspection is payable seperately | £60.00 | £60.00 | | |
| Arrangement of Annual Gas Safety Check & Boiler Service - Cost of Check & Service is payable seperately | £60.00 | £60.00 | | |
| Arrangement of Annual Portable appliance testing - Cost of PAT is payable seperately | £60.00 | £60.00 | | |
| Arrangement of installation of required smoke & carbon monoxide detectors - cost of units and fitting payable seperately | £60.00 | £60.00 | | |
| Arrangement of Inventory services - Cost of inventory is payable seperately | £60.00 | £60.00 | | |
| Arrangement of Cleaning Services - Cost of Cleaning is payable seperately | £60.00 | £60.00 | | |
| Financial | | | | |
| Black & White Tenant Evict - price quoted is per annum | Recommendations can be made on request | £75.00 | £75.00 | |
| Black & White Landlord Rent Protection - price quoted is per annum | Recommendations can be made on request | £175.00 | £175.00 | £175.00 |
| Property Management | | | | |
| Secure, electronic key holding & management | £12.00 per month | £12.00 per month | | |
| Personal check in service by Property Manager (Studios - 3 Bedroom) | £60.00 | £60.00 | £60.00 | |
| Personal check in service by Property Manager (4 Bedroom +) | £100.00 | £100.00 | £100.00 | |
| Individual Property Welcome Folder | £75.00 | £75.00 | £75.00 | |
| Renewal Negotiation | 36% of one months rent* | 36% of one months rent* | | |
| Tailored property visit schedule | | | £60 per visit (min 2 per annum) | |
| End of Tenancy management | £120.00 | £120.00 | | |
| End of tenancy deposit deduction negotiation | £240.00 | £240.00 | | |
| Deposit Dispute Claim Handling | £300.00 | £300.00 | £150.00 | |

* Let only rates are subject to a minimum fee of £420 inc. VAT for new lets & £210 inc. VAT for renewal negotiations

Auxiliary Services Price List 2019

all prices are inclusive of VAT at the prevailing rate

| Items | Cost | Frequency |
|---|--|--|
| Landlord Protection Pack - excellent value package <ul style="list-style-type: none"> • Safety Check on up to 3 Gas Appliances • PAT Safety Check on up to 6 Electrical Appliances • An Earth Loop impedance test of 2 random sockets • RCD Trip tested • Boiler Service • Landlords Certificates + Service Report | £200.00 | Annually |
| Landlords Protection Plus - excellent value package <ul style="list-style-type: none"> • All of the services inc in Landlord Protection Pack + • Boiler & Central Heating Cover • Annual Electrical Safety Check • Electrical Cover <p><small>* Boiler, central heating & electrical cover are subject to terms & conditions please ask for full details</small></p> | £350.00 | Annually |
| Gas Safety Check & Certificate of up to 3 appliances | £90.00 | Annually |
| Boiler Service - <i>please note prices may vary for non standard boilers i.e back boilers</i> | £96.00 | Annually |
| PAT Testing - up to 6 appliances <i>£3.60 thereafter</i> | £90.00 | Annually |
| EICR - for up to 7 circuits, £10 per circuit thereafter | £200.00 | Every 5 years |
| Gas Safety Check & Certificate of up to 3 appliances + Boiler Service <i>please note prices may vary for non standard boilers i.e back boilers</i> | £138.00 | Annually |
| Legionnaires risk assesment | £66.00 | Prior to start of each letting |
| Energy Performance Certificate | £72.00 | Every 10 years |
| Smoke alarms supplied & fitted | £60.00 | As & when required |
| Carbon monoxide Alarms supplied & fitted | £60.00 | As & when required |
| Inventories | Dependent on size and furnishing - Please see table below | Prior to start of each letting |
| Cleaning | Price dependent on level of cleaning required & size of property | first letting or any major works to the property |
| Deposit Replacement Service - <i>Only applicable if Landlord wishes to insist deposit replacement is used instead of traditional 5 week deposit</i> | One weeks rent+VAT | Prior to start of each letting |
| Buy to let workshop | £300.00 | As & when required |
| Acquisition Services | £2,000.00 | As & when required |
| Advisory Services for Let Only clients | £240.00 | As & when required |

Inventory Price List 2019

all prices are inclusive of VAT at the prevailing rate

| UNFURNISHED (includes white goods only) | | | FURNISHED (includes any additional furniture) | | |
|--|----------------|-----------|--|----------------|-----------|
| Bedrooms | Inventory Make | Check-out | Bedrooms | Inventory Make | Check-out |
| 1 | £96.00 | £72.00 | 1 | £114.00 | £90.00 |
| 1 bedroom, 1 reception, 1 bathroom, 1 kitchen | | | | | |
| 2 | £114.00 | £90.00 | 2 | £132.00 | £108.00 |
| 2 bedrooms, 1 reception, 2 bathrooms, 1 kitchen, 1 garage, garden | | | | | |
| 3 | £132.00 | £108.00 | 3 | £150.00 | £126.00 |
| 3 bedrooms, 2 receptions, 2 bathrooms, 1 kitchen, 1 garage, garden | | | | | |
| 4 | £150.00 | £126.00 | 4 | £168.00 | £144.00 |
| 4 bedrooms, 2 receptions, 3 bathrooms, 1 kitchen, 1 utility, 1 garage, garden | | | | | |
| 5 | £168.00 | £144.00 | 5 | £198.00 | £162.00 |
| 5 bedrooms, 2 receptions, 3 bathrooms, 1 kitchen, 1 utility, 1 garage, garden | | | | | |

1. Additional charges for rooms over and above those noted or for over furnished rooms = £18.00 (£15.00) per room. This includes bedrooms, utility, study, reception, conservatory, en suite, sheds, garages and outbuildings.

2. Additional charges may be made for over furnished properties including those with more than a reasonable amount of ornaments or other contents.

3. A search charge may be made if furniture or contents have been moved around, making it difficult to locate.

5. The Clerk reserves the right to make a charge of the full fee of the assignment value to the Client for the cancellation of a job, for whatever reason (and including miss instruction) on the day of the visit.

6. Cancellations after noon the previous day may result in a charge of up to 100% of the assignment.

7. An abortive charge of £50.00 will be made for waiting time of up to half an hour at the property beyond the confirmed time for the assignment due to late arrival of a Tenant, Landlord or Agent,