Mundys Residential Lettings

Managed Service Options

	Rent Collect	Fully Managed	VIP
	£300 plus VAT & 8% plus VAT	£300 plus VAT & 12% Plus VAT	£300 plus VAT & 16.5%plus VAT
Complete a market appraisal	**Y**	**Y**	**Y**
Prepare marketing details	**Y**	**Y**	**Y**
Property marketing	**Y**	**Y**	**Y**
Handle property enquiries in accordance with GDPR regulations	**Y**	**Y**	**Y**
Arrange property viewings	**Y**	**Y**	**Y**
Accompany property viewings	**Y**	**Y**	**Y**
Follow up viewings	**Y**	**Y**	**Y**
Negotiate offers between Parties	**Y**	**Y**	**Y**
Complete Right to Rent Checks	**Y**	**Y**	**Y**
Complete Tenant references	**Y**	**Y**	**Y**
Schedule the commencement of the Tenancy	**Y**	**Y**	**Y**
Prepare the Assured Shorthold Tenancy Agreement	**Y**	**Y**	**Y**
Prepare a detailed Property Inventory	**Y**	**Y**	**Y**
Administer signing of the AST	**Y**	**Y**	**Y**
Administer signing of the Tenancy Inventory	**Y**	**Y**	**Y**
Issue the How To Rent Guide	**Y**	**Y**	**Y**
Issue the Gas Safety certificate	**Y**	**Y**	**Y**
Issue a Valid EPC to the Tenant	**Y**	**Y**	**Y**
Issue EICR to the Tenant	**Y**	**Y**	**Y**
Issue the Deposit Prescribed information	**Y**	**Y**	**Y**
Issue the Deposit Terms & Conditions	**Y**	**Y**	**Y**
Collect the 1st Month Rent	**Y**	**Y**	**Y**
Collect the Tenancy Deposit	**Y**	**Y**	**Y**
Smoke Alarm Check on move day	**Y**	**Y**	**Y**
Confirm meter readings	**Y**	**Y**	**Y**
Pay the Tenancy Rent to the Landlord	**Y**	**Y**	**Y**
Council Tax notification	**Y**	**Y**	**Y**
Notify the utility providers	**Y**	**Y**	**Y**
Register the Tenancy Deposit	**Y**	**Y**	**Y**
Complete Property Inspections	**N**	**Y**	**Y**
Inspection Report to the Landlord	**N**	**Y**	**Y**
Collect rental payments	**Y**	**Y**	**Y**

	Rent Collect	Fully Managed	VIP
Chase Tenancy arrears	Y	Y	Y
Process Payment to the Landlord	Y	Y	Y
Landlord statement	Y	Y	Y
Non Resident Landlord (NRL) Statement	Y	Y	Y
Mid-term Right to Rent check	N	Y	Y
Gas Safety Cert Renewal	N	Y	Y
EPC Renewal	N	Y	Y
Legionnaires Renewal	N	Y	Y
Electric Cert Renewal	N	Y	Y
Tenancy Maintenance Log	N	Y	Y
Process Tenancy maintenance issues	N	Y	Y
Monitor Tenancy maintenance issues	N	Y	Y
Settle contractor invoices	N	Y	Y
Copy invoice with statement	N	Y	Y
Tenancy renewals	N	N	Y
Issue Tenancy notices	N	N	Y
Review the Tenancy Rent	N	N	Y
Receipt Tenant vacation notice	Y	Y	Y
Arrange the End of Tenancy inspection	Y	Y	Y
Complete the end of Tenancy property inspection	Y	Y	Y
Key return record	Y	Y	Y
End of Tenancy Report	Y	Y	Y
Deposit return negotiation	Y	Y	Y
Deposit quotations	N	Y	Y
Deposit works arrangement	N	Y	Y
Submission of dispute evidence	N	N	Y
Portfolio Review Advice	N	N	Y
Acquisition Advice	N	N	Y
Court Attendance	N	N	Y
Monthly Rent Guarantee Insurance (Prices vary depending on Tenancy Rent)	From £20 plus VAT	From £20 plus VAT	Y

Y – Included within the service option.

N – Not Included within the service option. Where N is marked services can be completed at an additional charge. The Mundys Terms of Business provide more information on additional fees.