



# **Mundys Residential Lettings**

## **Managed Service Options**

|                                                                      | <b>Rent Collect</b>                                                   | <b>Fully Managed</b>                                                   | <b>VIP</b>                                                             |
|----------------------------------------------------------------------|-----------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------|
|                                                                      | <b>£350 plus VAT &amp; 9% plus VAT<br/>(£420 &amp; 10.8% inc VAT)</b> | <b>£350 plus VAT &amp; 13% plus VAT<br/>(£420 &amp; 15.6% inc VAT)</b> | <b>£350 plus VAT &amp; 17.5% plus VAT<br/>(£420 &amp; 21% inc VAT)</b> |
| <b>Complete a market appraisal</b>                                   | Y                                                                     | Y                                                                      | Y                                                                      |
| <b>Prepare marketing details</b>                                     | Y                                                                     | Y                                                                      | Y                                                                      |
| <b>Property marketing</b>                                            | Y                                                                     | Y                                                                      | Y                                                                      |
| <b>Handle property enquiries in accordance with GDPR regulations</b> | Y                                                                     | Y                                                                      | Y                                                                      |
| <b>Arrange property viewings</b>                                     | Y                                                                     | Y                                                                      | Y                                                                      |
| <b>Accompany property viewings</b>                                   | Y                                                                     | Y                                                                      | Y                                                                      |
| <b>Follow up viewings</b>                                            | Y                                                                     | Y                                                                      | Y                                                                      |
| <b>Negotiate offers between Parties</b>                              | Y                                                                     | Y                                                                      | Y                                                                      |
| <b>Complete Right to Rent Checks</b>                                 | Y                                                                     | Y                                                                      | Y                                                                      |
| <b>Complete Financial Sanctions Checks</b>                           | Y                                                                     | Y                                                                      | Y                                                                      |
| <b>Complete Tenant references</b>                                    | Y                                                                     | Y                                                                      | Y                                                                      |
| <b>Schedule the commencement of the Tenancy</b>                      | Y                                                                     | Y                                                                      | Y                                                                      |
| <b>Prepare the Assured Periodic Tenancy Agreement</b>                | Y                                                                     | Y                                                                      | Y                                                                      |
| <b>Prepare a detailed Property Inventory</b>                         | Y                                                                     | Y                                                                      | Y                                                                      |
| <b>Administer signing of the APT</b>                                 | Y                                                                     | Y                                                                      | Y                                                                      |
| <b>Administer signing of the Tenancy Inventory</b>                   | Y                                                                     | Y                                                                      | Y                                                                      |
| <b>Issue the Gas Safety certificate</b>                              | Y                                                                     | Y                                                                      | Y                                                                      |
| <b>Issue a Valid EPC to the Tenant</b>                               | Y                                                                     | Y                                                                      | Y                                                                      |
| <b>Issue the Deposit Prescribed information</b>                      | Y                                                                     | Y                                                                      | Y                                                                      |
| <b>Issue the Deposit Terms &amp; Conditions</b>                      | Y                                                                     | Y                                                                      | Y                                                                      |
| <b>Collect the 1st Month Rent</b>                                    | Y                                                                     | Y                                                                      | Y                                                                      |
| <b>Collect the Tenancy Deposit</b>                                   | Y                                                                     | Y                                                                      | Y                                                                      |
| <b>Smoke &amp; CO Alarm Check on move day</b>                        | Y                                                                     | Y                                                                      | Y                                                                      |
| <b>Confirm meter readings</b>                                        | Y                                                                     | Y                                                                      | Y                                                                      |
| <b>Pay the Tenancy Rent to the Landlord</b>                          | Y                                                                     | Y                                                                      | Y                                                                      |
| <b>Council Tax notification</b>                                      | Y                                                                     | Y                                                                      | Y                                                                      |
| <b>Notify the utility providers</b>                                  | Y                                                                     | Y                                                                      | Y                                                                      |
| <b>Register the Tenancy Deposit</b>                                  | Y                                                                     | Y                                                                      | Y                                                                      |
| <b>Complete Property Inspections</b>                                 | N                                                                     | Y                                                                      | Y                                                                      |
| <b>Inspection Report to the Landlord</b>                             | N                                                                     | Y                                                                      | Y                                                                      |
| <b>Collect rental payments</b>                                       | Y                                                                     | Y                                                                      | Y                                                                      |

|                                                                   |                     |                     |   |
|-------------------------------------------------------------------|---------------------|---------------------|---|
| 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                                      | Y                   | 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 |
| 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<br>(Prices vary depending on Tenancy Rent) | From £36 inc<br>VAT | From £36 inc<br>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.**