



lisa costa

RESIDENTIAL SALES & LETTINGS

Charges and Fees

	Fully Managed 12% + VAT of the monthly rental Set up fee of £240 incl VAT	Rent Collection 8% + VAT of the monthly rental Set up fee of £240 incl VAT	Tenant Find Only 50% of the monthly rent incl VAT
Rental Appraisal	✓	✓	✓
Marketing property & viewings	✓	✓	✓
Full tenant referencing	✓	✓	✓
Preparation of the tenancy agreement	✓	✓	✓
Collection of the first month's rent and deposit and transfer into your account after any deductions	✓	✓	✓
Monthly transfer of rental to nominated account	✓	✓	✓
Liaising with tenants if there are any late rental payments	✓	✓	
Quarterly property visits	✓	✓	
Point of contact for tenants regarding maintenance issues	✓		
Dealing with maintenance issues	✓		
Carrying out a termination check and providing a full report	£80 incl VAT		
Arranging & preparing a memorandum for increase rent	£50 incl VAT		
Negotiating extensions of tenancy agreement	£65 incl VAT		
Arranging & preparing a memorandum for adding/deducting tenants	£50 incl VAT		
Preparation & serving a Section 21 notice	£60 incl VAT	£60 incl VAT	
Preparation & serving a Section 8 notice	£60 incl VAT	£60 incl VAT	
Inventory preparation	To be quoted	To be quoted	To be quoted
Energy performance Certificate	£90 incl VAT	£90 incl VAT	£90 incl VAT
Protection of the deposit with the DPS	£25 incl VAT	£25 incl VAT	£25 incl VAT
Gas Certificate	£78 incl VAT	£78 incl VAT	£78 incl VAT

*VAT is currently charged at 20%

Company Reg Number: 9186030, trading as Lisa Costa Ltd. VAT Number: 204874803

Lisa Costa Lettings - Landlords Guide Terms & Conditions Acceptance

If you wish us to proceed please confirm your instructions by returning this and the following pages, having completed the appropriate sections

I/We confirm I/We have read, understood and accept Lisa Costa Estate Agents and Management Landlords Guide and Terms and conditions. I/We instruct Lisa Costa Estate Agents and Management to act on my / our behalf for the purpose of:

Full Management of my / our Premises	___% + VAT Monthly
Rent Collection for my / our Premises	-----% + VAT Monthly
Letting of my / our Premises	-----% 1 st Months Rent Only Inc VAT

I/We acknowledge my/our obligations pursuant to the Furniture and Furnishings (Fire) (Safety) Regulations 1988 as amended 1993. The Gas Safety (Installation and Use) Regulations 1994 and the Smoke and Carbon Monoxide Alarm (England) Regulations 2015. I/We accept and confirm that I/We have full responsibility to ensure the I/We comply fully with their requirements before and during the letting of the premises.

I/WE confirm that there is no major repairs, construction or maintenance work of which I/We are aware due to be carried out to the Premises, any adjoining property or the building of which the Premises form part, nor to my knowledge anything else that has occurred at the property that might affect the transactional decision of the average tenant.

I/WE confirm that Lisa Costa are hereby granted sole letting rights to market the Premises for a period of 8 weeks.

I /WE the undersigned am/are the only person/people with any interest in the premises

I /WE would like the performance of this contract to begin immediately. I/WE understand that I/We have a day period from the date of this contract in which I/WE may cancel this work, however I/WE will be liable to pay for the services provided and work undertaken up to the time of the cancellation (subject to a minimum fee of £100 + VAT (£120.00)

Please complete and return to us including copies of passports and relevant utility bills

Address of the property to be let

Landlord 1

Landlord 2

Signed.....

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Date

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