

SERVICES & PRICES

KEY HOLDING SERVICE: £25 / month / Property

- Key Holding: Hold set of keys for property to enable:
 - o Maintenance access. (Providing that maintenance personnel collect and return keys, attendance at property by HFPM personnel will incur charges based on £35 / hr)
 - o Access for HFPM personnel if directed by owner (Charged at £35 / hr)
 - o Spare keys if others are lost
- Maintenance Provision
 - o Requests for Property Repair and Maintenance passed to appropriate property maintenance company / ies
 - o Maintenance companies or personnel will invoice landlords directly
- All other services from HFPM charged at menu costs
- Minimum contract 12 months. Up-grade to Full Service Possible

TENANT FINDING SERVICE: £460 (Illustrative cost only)

- Based on services used from menu of costs on following pages
 - o Property Assessment - £100
 - o Advertising Property - £70 + Costs
 - o Prospective tenant viewings - £35 / Viewing
 - o Tenant Checks - £35 / tenant or guarantor + Costs
 - o Lease Preparation - £75

FULL SERVICE

11% of gross rental income per month

- Key Holding: Hold set of keys for property to enable:
 - o Maintenance access. (Providing that maintenance personnel collect and return keys)
 - o Access for HFPM personnel if directed by owner
 - o Spare keys if others are lost
- Property Assessment & Preparation
- Maintenance Provision
 - o Requests for Property Repair and Maintenance passed to appropriate property maintenance company / ies
 - o Maintenance Companies will invoice client directly unless otherwise requested. A 10% handling fee will apply if maintenance companies to invoice HFPM.
- Up to 4 hrs per month of HFPM time to carry out tasks as required (hours do not roll over from one month to next and do not include trades person time)
- Quarterly property inspection and report on HomeForce template
- Advertising for Tenants
 - o Photographing property, drafting suitable text, preparation of ads, booking of space / placing of ads
 - o Cost of space, charged at cost + 10%
- All viewings for new tenants
- Tenant & Guarantor reference checks (Costs charged at cost + 10%)
- Preparation and signing of lease
- Inventory
- Check In / Check Out of Tenants
- Management of Rental Income & Deposits
- Management of tenancy
- When property is not tenanted HFPM will charge the £25 / month key Holding Service fee on a Pro Rata basis.
- Minimum Contract 12 months

Menu of Costs if Key Holding / A La Carte services are required

<u>Property Assessment</u>	<u>£100 + costs</u>
<ul style="list-style-type: none"> - Property visit. Photograph Property. Complete Property Information & Compliance Check List. Provide written report including anticipated rental value, maintenance, repair and property staging recommendations. 	
<u>Preparation of Property Pack</u>	<u>£75 + costs</u>
<ul style="list-style-type: none"> - Regulatory checks & certificates (EICR, EPC, PAT etc). Contact details. Emergency Situation Information. Repairs & Maintenance Process. Warranty & User Guide manuals. 	
<u>Property Preparation / Staging</u>	<u>£75 + costs</u>
<ul style="list-style-type: none"> - Preparation / maintenance recommendations - Arrange EPC, EICR, PAT, CP12 - Arrange for cleaner (charged at cost to Client) - Arrange for maintenance work - Check light bulbs - All purchased items charged at cost plus 15% 	
<u>Advertising for Tenants</u>	<u>£70 + costs</u>
<ul style="list-style-type: none"> - Photographing property, drafting suitable text for approval, preparation of ads, booking of space / placing of ads - Cost of space, charged at cost + 10% (Approx £50 - £100) 	
<u>Viewings</u>	<u>£35 / viewing</u>
<ul style="list-style-type: none"> - Arrange visits - Accompany prospective tenants to property - Allow for up to 5 viewings 	
<u>Tenant Reference Checking (Tenant or Guarantor)</u>	<u>£35 /person</u>
<ul style="list-style-type: none"> - Full tenant check: - Financial checks, Employers, Previous Landlord 	
<u>Lease Preparation</u>	<u>£75</u>
<ul style="list-style-type: none"> - Preparation of Model Private Residential tenancy agreement 	
<u>"Moving In" Inventory preparation</u>	<u>£75</u>
<ul style="list-style-type: none"> - Room by room inventory preparation - Gas and electric meter reading - Notes taken on any existing damage to floors walls and fixtures - Photographs taken and stored for each room - Electronically signed and dated by tenants 	
<u>"Moving out" inventory checking</u>	<u>£75</u>
<ul style="list-style-type: none"> - Cross checking all goods and flat condition. - Compare with photos etc - Report to client 	
<u>HMO Information pack</u>	<u>£75</u>
<ul style="list-style-type: none"> - Preparation of copies of documentation as Tenants Information pack Plus <ul style="list-style-type: none"> o Schedule of inspections template (Smoke alarms, Fire Extinguishers etc) o Landlord License o Tenant HMO rights o Regulations for HMO 	
<u>Quarterly Property Inspection (Non HMO)</u>	<u>£15 / month</u>
<ul style="list-style-type: none"> - Check fixtures and fittings - Check cleanliness - Check for pest infestation - Check latest utility and council tax bills (when available) - Check for landlord compliance 	

Quarterly Property Inspection (HMO)

£20 / month

- As above plus
- Smoke detector check
- Annual check / replacement of fire extinguisher & fire blanket
- Arrange for PIR, PAT, Gas Safety, EPC certificate regulatory requirements
- Check for landlord compliance

Key Cutting

£20 plus costs

Maintenance

A 10% administration fee for sourcing and instructing tradespeople who are not accredited with Edinburgh HomeForce Limited (See "Statement concerning employing and instructing the services of tradespeople")

No charge is made when tradespeople accredited with Edinburgh HomeForce Limited are employed.

Deposit/ rent

£15/ month

- Collect rent
- Hold deposits,
- Transfer rents to landlord Accounts after fee / costs deductions each month
- Repayment of deposit after deductions at end of tenancy

Utilities

£50

- Notify relevant utility providers and council tax of new tenants / meter readings at start & end of tenancy
- Service only available at initial agreement with HFPM

Statements

£5/ month

- Quarterly HFPM statement of accounts

24 hour Emergency phone line

£7.50/ month

- Access to a 24 hour dedicated emergency phone line (Locksmith, Plumber, Gas Engineer, Electrician)
- Trades charge at cost
- 10% Handling fee if HFPM are to be invoiced and not directly to client.

Miscellaneous Charges

£35 / Hr

- For hours of Property Management personnel for miscellaneous services including property visits outwith any of the above services.

Costs

- Costs include items such as advertising, tenant checks, parking charges, stationery, disposal fees

Guidance for Trades Person Charges

Landlords gas safety certificate (CP12)

£75

Boiler / Gas Appliance Service

£75

Electrical Installation Condition Report

£100 to £150

NB: This will highlight anything with in the electrical installation that does not meet current regulations. Additional costs would be incurred to "put right" and non-compliant elements

Portable Appliance Test (PAT)

£35 - £65

Energy Performance Certificate

£45 - £60

Legionella Risk Assessment

£45

Smoke / Heat Alarms

£80 - £100 / Unit

Carbon Monoxide Alarms

£10 - £15 Each

All Prices are Subject To VAT where applicable

HOMEForce
Property Management

HomeForce Property Management reserves the right to alter these costs. Where practical HomeForce Property Management will provide 1 months notice of any changes.