



naomi j ryan
estate agents



Landlord Service and Fees

Residential Sales,
Lettings & Property
Management

NAOMI J RYAN LTD

LANDLORD SERVICES & FEES V10 11/2022

Naomi J Ryan Ltd will provide either the Lettings Service, or Managed service to you as a landlord. This document sets out the full details of each service, our terms and conditions and the charges which you will pay. It also summarises for your information certain legal obligations relating to the property.

It is very important that you understand our terms and your obligations within this agreement, so please ask us any questions you have. By signing the Landlord Acceptance form you will be instructing us to act on your behalf and confirming that you have read and understood our terms and agree to them. If you are concerned about any part of this agreement you should obtain independent legal advice. We draw your attention to the 'Definitions' section in this agreement where certain terms are defined.

	Fully Managed 12% inc VAT of each months rent	Part Managed 9% inc VAT of each months rent	Tenant Find Only 75% inc VAT of first months rent
Market appraisal providing advice on maximising rent and legal requirements	✓	✓	✓
Preparation of individual property details inc photographs and floorplan	✓	✓	✓
Full marketing to include listing on all property search engines, social media and to our own extensive database	✓	✓	✓
Accompanied viewings (unless otherwise requested by Landlord)	✓	✓	✓
Comprehensive referencing carried out by a professional referencing agency	✓	✓	✓
Preparing tenancy agreement	✓	✓	✓
Advising utility and council tax authorities of a change in occupation	✓	✓	—
Collecting first months rent	✓	✓	✓
Collecting subsequent months rent, rendering statements of accounts and crediting to nominated bank account	✓	✓	—
Collecting & registering the deposit and providing the Tenant with required prescribed information	✓	✓	—
Arranging an Energy Performance Certificate, Landlord's Gas Safety Certificate, Periodical Electrical Inspection and Legionella Risk Assessment (Additional costs)	✓	✓	—
Arranging a schedule of Condition/Inventory*	✓	✓	—
Arranging a check out inspection at the end of tenancy*	✓	✓	—
Liaising with tenants and deposit scheme regarding any deposit deductions, dealing with any disputes and arranging payment to contractors for works carried out	✓	✓	—
	2 per year	1 per year	
Undertaking periodic inspections of the property and providing professional inspection report to include photos	✓	✓	—
Key Holding	✓	✓	—
Dedicated maintenance team to respond promptly to arrange contractors and manage repairs	✓	—	—
Payment of contractor invoices from rents collected (no commissions added to contractor bills)	✓	—	—
Arrange renewals of legal safety certificates	✓	✓	—
Serving of statutory notices such as those required to gain possession	✓	✓	—

Please note the Fully Managed and Part Managed Service are subject to a set-up fee of £150 Inc. VAT.

*The cost of the Inventory and Checkout Reports are to be covered by the landlord and costs for these can vary from £48 to £222 (the higher figure based on a furnished five bedroom house) prices include VAT. Please contact us for an exact figure based on your individual property. The cost of the inventory is reduced on subsequent inspections.

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