



Stagg Homes - Services and Fees

Fully Managed

Initial tenancy set-up fee: £420 (including VAT)

This service includes:

- Providing guidance on Landlord legal obligations and compliance requirements.
- Advertising and marketing the Property.
- Arranging and conducting viewings with prospective Tenants.
- Reporting all offers received to the Landlord.
- Taking a holding deposit and issuing a receipt
- Arranging Tenant referencing and, where applicable, Guarantor referencing through a third party referencing provider.
- Carrying out Right to Rent checks on the Tenant(s).
- Carrying out Sanctions and PEP checks on Tenant(s) and Guarantor(s).
- Preparing the tenancy agreement and arranging for signature.
- Liaising with guarantors and arranging Guarantor agreements, where applicable.
- Serving the tenancy compliance documentation.
- Collecting the Deposit and, where applicable, protecting it with the Deposit Scheme Administrator and serving the prescribed information on the Tenant(s) within 30 days of receipt.
- Arranging key handover.

Ongoing management fee: 10.8% of the monthly rent (including VAT)

This service includes:

- Collecting monthly rent.
- Deducting commission and fees in accordance with this Agreement and remitting the balance to the Landlord by bank transfer.
- Providing monthly statements by email, unless otherwise agreed.
- Informing the Landlord if the Tenant falls into arrears.
- Chasing rent arrears by way of reminders and correspondence, noting that legal action requires the Landlord's separate written instruction.
- Holding keys securely.
- Acting as the main point of contact for the Tenant.
- Arranging periodic property inspections through an independent third-party provider, reviewing inspection reports, communicating findings and recommendations to the Landlord, obtaining instructions where necessary, and coordinating appropriate follow-up works. The cost of each inspection is charged separately in accordance with Schedule 2.
- Arranging and overseeing day-to-day repairs and maintenance on the Landlord's behalf up to an authorised cost limit of £150 per individual instruction, without prior reference to the Landlord.
- Seeking the Landlord's approval before proceeding with works or expenditure above this limit, except in emergencies where urgent action is required to protect the Property, comply with legal obligations, or ensure Tenant safety.
- Accounting to the Landlord for all costs incurred and providing invoices or receipts upon request.
- Arranging access for contractors, inspections, and emergencies as required.
- Responding promptly to emergency repairs and taking necessary action to safeguard the Property and its occupants.
- Managing the deposit return process at the end of the tenancy, including proposing deductions and handling disputes under the relevant scheme.
- Remitting any cleared rent held, less commission and fees, to the Landlord upon termination.
- Managing tenancy breaches and liaising with Tenants to resolve issues.
- Assisting the Landlord with ongoing legal compliance throughout the tenancy.



Let Only

90% of the first month's rent (including VAT)

This service includes:

- Providing guidance on Landlord legal obligations and compliance requirements.
- Advertising and marketing the Property.
- Arranging and conducting viewings with prospective Tenants.
- Reporting all offers received to the Landlord.
- Taking a holding deposit and issuing a receipt
- Arranging Tenant referencing and, where applicable, Guarantor referencing through a third party referencing provider.
- Carrying out Right to Rent checks on the Tenant(s).
- Carrying out Sanctions and PEP checks on Tenant(s) and Guarantor(s).
- Preparing the tenancy agreement and arranging for signature.
- Liaising with guarantors and arranging Guarantor agreements, where applicable.
- Serving the tenancy compliance documentation.
- Collecting the Deposit and first month's rent and remitting the balance to the Landlord by bank transfer.



Additional Services and Fees

Service	Fee (Inclusive of VAT)
Check in – Inventory & Condition report	£180
Check out – Inventory & Condition report	£180
Property inspection	£72
Deposit protection service (where the property is not fully managed)	£60
Deposit dispute handling (where the property is not fully managed)	£60
Statutory declaration arrangement	£60
Sanctions and PEP checks	£6 (per person)
Periodic tenancy renewals and rent reviews	£96
Rent increase by Section 13 notice	£60
Preparation and/or service of legal notices (excluding Section 13 notices)	Fee to be confirmed at time of instruction
EPC arrangement (certificate fee charged separately)	£30
Gas safety arrangement (certificate fee charged separately)	£30
Electrical Installation Condition Report (EICR) arrangement	Contractor invoice cost only
Rent guarantee insurance	£360 per annum (excluding VAT)
Submission of rent guarantee insurance claim	£60
Heater or dehumidifier loan	£60 per week
Land Registry document fee	£10
Follow up Right to Rent check (when required)	£10
Replacement smoke alarm (Lifespan 10 years)	£50
Replacement carbon monoxide alarm (Lifespan 7 years)	£60