

Tenants' Information

To our Services and Fees

It is important that you read this guide carefully so as not to delay securing your chosen property. We aim to be as transparent as possible when disclosing our services, procedures and fees. Whilst every care is taken, changes such as seasonal promotions do occur so contact us for an assessment of your rental needs.

QBS Molyneux & Co is a member of The Property Ombudsman service, and our activities are consequently covered by its redress scheme; for more information visit www.tpos.co.uk or call 01722335458. Copies of the TPO Code of Practice plus our complaint handling procedure are available on request.

Please note the charges listed below are the **MAXIMUM** fees that will be applied depending on your circumstances and the number of **tenants**.

DESCRIPTION OF FEE	COST (INCLUSIVE OF VAT)
TENANCY SET UP FEE (INITIAL MONIES)	NO CHARGES PAYABLE FOR PAYMENT BY DEBIT OR CREDIT CARDS
First month's rent (in advance)	
Security Deposit (one month)	
Referencing Fee (inclusive verification of details, debit card, cheques, employer, landlord and Accountant reference (If available)	£75.00 (per tenant) NIL
Check-in Fee (checking into the property and reviewing inventory)	minimum of £72.00
Tenancy Agreement and Setup (drafting and execution of document if supplied by us)	£300.00
Administration Fee (set up of monthly standing order for rental payments, collecting and holding the Security Deposit as Stakeholder, issuing protection certificates.)	£50.00 NIL
IF THERE ARE ANY GUARANTORS FOR THE TENANCY:	
Guarantor Referencing Fee (inc verification of details, credit check, employer and accountant reference [If available])	£100.00 (per guarantor) NIL

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Registered in England and Wales Reg. No.: 10144212



TPO No: R889 (www.tpos.co.uk)

LANDLORDS' LETTINGS SERVICES & FEES

SERVICES	Let Only 8.5% including VAT	Let & Rent Collection 10% Including VAT	Full management 12% including vat
Free Rental Market Valuation	✓	✓	✓
Free Advice to Landlords	✓	✓	✓
Accompanied Viewings	✓	✓	✓
Find a Tenant	✓	✓	✓
Obtain References	✓	✓	✓
Drawing up Tenancy Agreements	✓	✓	✓
Collection of Initial Rent & Deposit	✓	✓	✓
Organising gas, Electronic & EPC Inspections		✓	✓
Organising Furniture		✓	✓
Deposit Protection Service		✓	✓
Provide Standing Order Mandate		✓	✓
Collection of monthly rent		✓	✓
Email Statements		✓	✓
Arranging Repairs & Maintenance			✓
Quarterly inspections			✓
Advising on Housing Act 2004 (HMO)	✓	✓	✓
Legal Notices			✓
Arranging check Out Process at End of Tenancy			✓
Key Holding Service		✓	✓
Registering of Deposit		✓	✓
Finding tenants prior to end of contracts			✓

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