

Unit C2 Spinnaker House, Hempsted Lane  
Gloucester, Gloucestershire, GL2 5FD

Gloucester: 01452 348 208  
Cheltenham: 01242 807 142

# Landlord Information

## INTRODUCING Thomas & Thomas property

A few of the reasons we hope  
you choose Thomas & Thomas property:

Locally owned (not a corporate)

Experienced and professional staff

Proven ability to manage property portfolios

Available and easier to contact than many other local letting agents

Marketing to include: Rightmove, Zoopla, Findaproperty.com, Primelocation, Facebook

No corners cut, no small print, no hidden fees!

Expert, honest, with local knowledge













At Thomas & Thomas property we specialise in the residential sales and rental market. We are 100% dedicated to you and your property and guarantee to offer that personal and friendly service. By Choosing Thomas & Thomas to let your property you can be sure you are dealing with property experts who have over 20 years' experience and who will always put you and your property first.

[thomasandthomasproperty.co.uk](http://thomasandthomasproperty.co.uk)

Thomas & Thomas Property is a trading name of Selina's Lettings Ltd | Reg Number - 09363695 | Vat Number - 242559403

## FULL MANAGEMENT SERVICE

Our Fully Managed Service takes away all the worry your property can cause you throughout a tenancy.











-  Properties marketed nationally on the three major web portals, Rightmove, Zoopla and Primelocation
-  Erection of a "TO LET" board.
-  Detailed applicant qualification.
-  All viewings are accompanied
-  Inventory Included
-  Property Inspections
-  End of Tenancy Checkout
-  Key handover
-  Detailed Account statements
-  Property Maintenance Management
-  Shorthold Tenancy Agreement
-  Arranging essential Gas Safety and Electrical Testing (If required)
-  Taking up references and credit checks on the prospective tenants

Fee Structure	Price
Monthly Management Fee	10% plus vat
Tenancy Set Up Fee	£250.00 plus vat (£300.00)
Inventory Fee:	£100.00 plus vat (£120.00)
Check Out Fee:	£50.00 plus vat (£60.00)
Additional Inspections if required	£35.00 plus vat (£42.00)
Deposit Dispute Management	£75.00 plus vat (£90.00)
Obtaining Proof of Ownership from the Land Registry if Landlord hasnot supplied	£10.00 plus vat (£12.00)
Attendance at property for maintenance/gas check	£35.00 plus vat per hour (£42.00)
Attendance to Court if required	£150.00 plus vat (£180.00)
Attendance with Bailiffs if required	£150.00 plus vat (£180.00)
In the event that we assist in completing court orders, attending or arranging bailiffs, to evict tenants.	£150.00 plus vat (£180.00)

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## TENANT FIND ONLY

-  Marketing on the three major property portals, Rightmove, Zoopla and Primelocation
-  Accompanying viewings
-  Finding suitable tenants
-  Arranging essential Gas Safety and Electrical Testing (If required)
-  Taking up references and credit checks on the prospective tenants
-  Taking payment of first month's rent and deposit
-  Preparing of tenancy agreements
-  Arranging an inventory and schedule of condition for the property (If required)
-  Setting up a standing order mandate for the Landlord's account to receive future rent from the tenants.
-  Meeting the tenants at the property, or in the office on the day of check-in and issuing keys.

### TENANT FIND FEE

75% plus vat, of the first month's rent due (Minimum fee £500.00 plus vat = £600.00)

Referencing Fees: £30.00 plus vat per tenant/guarantor, (£36.00)

### INVENTORY FEES

Property	Unfurnished	Furnished
Studio Flat	£75.00 plus vat (£90.00)	£85.00 plus vat (£102.00)
One Bedroom	£75.00 plus vat (£90.00)	£90.00 plus vat (£108.00)
Two Bedroom	£95.00 plus vat (£114.00)	£115.00 plus vat (£138.00)
Three Bedroom	£115.00 plus vat (£138.00)	£125.00 plus vat (£150.00)
Four Bedroom	£140.00 plus vat (£168.00)	£150.00 plus vat (£180.00)
Five Bedroom Plus	£185.00 plus vat (£222.00)	£200.00 plus vat (£240.00)

If after expiry of the fixed term tenancy you wish for the tenant(s) to re-sign for a further fixed term, we can prepare the agreements, arrange for them to be signed by the tenants and forward copies onto all parties **Renewal of Tenancy £75.00 plus vat (£90.00)**

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