



**TwinBee Property Management Ltd**  
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Service	Charge
<b>HMO New Tenancy</b> <ul style="list-style-type: none"> <li>• Photographing and advertising property, carrying out viewings</li> <li>• Tenant screening and referencing</li> <li>• Guarantor screening and referencing</li> <li>• Creation and signing of fully compliant Assured Shorthold Tenancy Agreements (AST) via digital signature</li> <li>• Creation and signing of Deeds of Guarantee</li> <li>• Security deposit collection and holding</li> <li>• Inventory</li> <li>• 'Welcome home' visit with all new tenants</li> <li>• Onboarding onto our property management app</li> </ul>	£200 for each new HMO tenant
<b>HMO Fully Managed Service</b> <ul style="list-style-type: none"> <li>• Rent collection into ringfenced client account</li> <li>• Monthly owner statements</li> <li>• Weekly fire alarm tests</li> <li>• Quarterly property inspection</li> <li>• Ensuring the property is fully compliant as per the Housing Act 2004</li> <li>• Proactive management of the property</li> <li>• Key holding</li> <li>• Responding to tenant queries</li> <li>• Holding the HMO licence on your behalf (should you require it)</li> <li>• Exit inspections</li> <li>• Reimbursing deposits</li> <li>• Cutting extra keys</li> <li>• Making changes to ASTs during the tenancy</li> <li>• Tenant app for reporting all issues and repairs</li> <li>• Arranging and co-ordinating all repairs and compliance certificates (cost to be paid by landlord)</li> <li>• Arrears chasing, serving warning letters for breaches of tenancy.</li> </ul>	15% p/m of gross rent charged

### **Fees and Charges**

Please note, our 15% fee includes services which are normally charged in addition to an agent's % fee, i.e. exit inspections, inventories, registering and reimbursing deposits, extra keys being cut, making changes to ASTs during the tenancy, visiting to arrange repairs, setting up the rent collection system, and certificate inspections.

### **Additional fees**

The above fees do not include any repairs, maintenance, or certificates for the properties. These will be carried out with landlord's approval and invoiced separately.

All bills for the property will remain landlord's responsibility.

Any drawing up and serving of legal paperwork will be charged at:

Section 8 – £295 (inc. VAT)

Section 21 – £295 (inc. VAT)

Possession Order application – £1,995 (inc. VAT) + court fees

**Registered Company No:** 15120967

Solomon House, Belgrave Court, Caxton Way, Fulwood, Preston, PR2 2PL

