



◆ Introduction-Only Letting Service

A straightforward service designed for landlords who want help finding a tenant and setting up the tenancy, while managing the property themselves.

What's Included:

- Comprehensive marketing on Rightmove, OnTheMarket, Q Sales & Lettings website, and across our three Dorset offices
- Accompanied viewings with prospective tenants
- Collection of holding deposit, first month's rent, and security deposit
- All key paperwork and tenancy documentation handled

Fee:

Single property fee – 50% of one month's rent

(Minimum fee: £600 incl. VAT, regardless of tenancy length)

◆ Full Professional Management Service

For complete peace of mind — we handle everything from finding the tenant to day-to-day property management and legal compliance.

What's Included:

- Professional marketing on Rightmove, OnTheMarket, Q Sales And Lettings website & Dorset office displays
- Accompanied viewings
- Full detailed tenant referencing
- Holding deposit management under government-approved scheme
- Meter readings at move-in/out
- Setup of utilities and council tax
- Initial check visit + regular routine inspections
- Organisation of parking permits, bin collections, etc.
- Handling all tenant communication, queries, and complaints
- Annual Gas Safety Certificate coordination
- Arranging timely repairs and maintenance
- Monthly rent collection and processing
- Regular updates on safety regulation changes
- Issuing legal notices as required (e.g., Section 21, Section 8)
- End-of-tenancy check-out and required work coordination
- Liaison with block/property management companies

- Guidance and support with deposit disputes/resolution
- Full client money protection in place

Fee:

Single property fee – 12% of monthly rent (inclusive of VAT) for the entire tenancy sole agreement.

◆ **Property Management Fee Breakdown**

A transparent overview of fees for services provided under our Full Management and Let-Only options.

◆ **Standard Fees**

Set-Up / Remarketing Fee

Includes full tenant referencing, Right to Rent checks, preparation and service of Tenancy Agreement, legally required documentation (e.g., “How to Rent” guide), deposit registration, and inventory coordination.

£445.00 (inclusive of VAT)

Holding Deposit Registration

Registration with TDS or an alternative scheme (as directed by landlord).

£23.00 (inclusive of VAT)

Ad Hoc / Empty Property Visits

Inspections of vacant properties or visits outside of regular checks.

£48.00 (inclusive of VAT)

Service of Legal Notices

e.g., Section 21 or Section 8

- **Free** under Full Management
- **£60.00** (inclusive of VAT) if not managed

◆ **Tenancy Renewals & Rent Reviews**

Renewal Agreement & Annual Rent Review

Preparation and issue of renewal documentation, including rent review.

£95.00 (inclusive of VAT)

Standalone Rent Review

If carried out independently of a renewal.

£60.00 (inclusive of VAT)

◆ Additional Financial Services

Overseas Landlord Tax Retention (Quarterly)

HMRC compliance service.

£12.00 (inclusive of VAT)

Annual Tax Summary

- **Free** under Full Management
- **£24.00** (inclusive of VAT) if not managed

Duplicate Statements / Documents

- **Free** under Full Management
 - **£24.00** (inclusive of VAT) if not managed
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◆ Legal & Dispute Resolution

Court Attendance (if required)

Per hour charge.

£60.00 (inclusive of VAT)

Deposit Dispute Submission (TDS)

Handling and presenting all required documentation.

£300.00 (inclusive of VAT)

Legal Protection / Rent Guarantee Insurance

Price on Application (POA)

◆ Property & Tenancy Essentials

Key Cutting

£15.00 (inclusive of VAT) plus cost of keys

Inventory (If Not Fully Managed)

Charged at cost from a **Professional Inventory Clerk**

Checkout Inspection & Inventory Update

Including condition report, updated inventory (with photographs), and management of deposit returns/deductions.

- **1 Bed:** £70.00
- **2 Bed:** £100.00

- **3 Bed:** £120.00
 - **4 Bed+:** £170.00
- (All fees inclusive of VAT)*

Energy Performance Certificate (EPC)
£96.00 (inclusive of VAT)

◆ **Refurbishment & Insurance**

Refurbishment Works Over £1,000

Project management fee.

5% of net cost + VAT

Insurance Claim Involvement (over £1,000)

Administration and coordination with insurers.

5% of net cost + VAT

At **Q Sales & Lettings**, we pride ourselves on offering reliable, results-driven services for landlords throughout **Poole, Bournemouth, and the surrounding BH postcode areas**. Whether you're a new landlord or a seasoned investor, our letting agents are here to support your property journey every step of the way.