



**Agency details**

Whitegates Cleckheaton  
 22 Central Parade  
 Cleckheaton  
 West Yorkshire, BD19 3RU  
**t:** 01274 861201 **f:** 01274 855573  
**e:** cleckheaton@whitegates.co.uk  
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**Agency proprietor**

Steplo LLP t/a Whitegates Estate Agency  
 Registered No: OC413429  
 Registered Office Address  
 22 Central Parade, Cleckheaton, West Yorkshire, BD19 3RU  
 VAT No: 252268900

**What is included within each service**

	Manage & Protect	Fully Managed	Rent Receipt	Tenant Find Only
<p><b>Management Visits</b>                      We arrange to visit the property and report in writing within three months of the tenancy starting and then 6 monthly whilst the tenancy remains in force and always provided that your tenant grants access. For an additional fee we can arrange additional visits and if the property is designated as a Licensable House in Multiple Occupation additional visits will be required. Our visits are visual inspections only, not surveys.</p>		✓		
<p><b>Maintenance</b>                      Arrange all repairs up to an approved spend limit without consent if cleared funds are held except in an emergency. No liability arises if no funds are held; Where possible and practical, estimates will be submitted to you for approval in respect of works, renewal or repairs likely to cost more than the agreed contingency figure except in an emergency or to comply with statute. Instruct contractors on the Landlord's behalf as the agent of the Landlord. Payment of the invoices are your responsibility. We manage routine maintenance work using our approved contactors. We will agree a delegated spend limit with you above which we will seek your approval before instructing contractors (except for cases of genuine emergency when we will exercise discretion to instruct any reasonable work to keep your tenant and your property safe).</p>		✓		
<p><b>Payment of Bills</b>                      We settle property specific bills that are your responsibility by deduction from rental income. If we hold insufficient funds we will request you place funds on deposit.</p>		✓	✓	
<p><b>Tenancy Matters</b>                      We manage all day to day contact with your tenant and endeavour to resolve all routine matters arising during the tenancy.</p>		✓		
<p><b>Check in</b>                      We arrange a check in of the Inventory at the property by an inventory clerk at the commencement of the tenancy at your expense</p>		✓	✓	✓
<p><b>Check Out</b>                      We arrange a check out of the Inventory of the Property by an inventory clerk at the end of the Tenancy at your expense</p>		✓	✓	
<p><b>Damage Disputes</b>                      We will liaise between you and your Tenant in the event of a dispute concerning the return of a Security Deposit subject to the rules of a Government Approved Deposit Scheme.</p>		✓		
<p><b>Gas, Electric, Water and Council Tax Liability</b>                      We arrange the transfer of billing liability between you and the tenant at the start and end of tenancies.</p>		✓		
<p><b>Rent Receipting</b>                      We ask your tenant to set up a standing order or direct debit mandate for rent payments and we account to you for the rent received, less outgoings and our fees accompanied by a statement delivered by email, within five working days of funds being cleared into our account.</p>		✓	✓	
<p><b>Credit Control</b>                      We pursue unpaid rent through written and telephone contact with your tenant. We will liaise with your solicitors in cases requiring legal action.</p>		✓	✓	
<p><b>Gas and Electrical Safety Testing (PAT)</b>                      We arrange for a Gas Safe registered engineer to carry out a Landlord Gas Safety Certificate (at your additional cost) before the property is first let and then annually. At your option (and additional cost) we will arrange portable electrical appliance testing (PAT) and a fixed wiring test.</p>		✓	✓	
<p><b>Rental Assessment</b>                      We estimate the rental value in current market conditions, recommend the type of tenant who would be most suitable and agree with you terms on which the property will be marketed.</p>		✓	✓	✓
<p><b>Marketing</b>                      We promote the property to a wide audience including through our website, property portal websites and our database of registered applicants, local employers and office callers. Where appropriate we will erect a sign board and for an additional fee we can undertake special advertising.</p>		✓	✓	✓



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<p><b>References</b> We conduct identity and credit checks and take up employer and current landlord references (if relevant). If you instruct us to in writing, we also carry out UK residency checks (Refer to The Brochure: Right to Rent clause). You may inspect the references. For applicants who have a clean credit history but are financially weak for the rental commitment we ask either for a Guarantor and / or obtain full settlement of rent in advance for the term of the tenancy.</p>		✓	✓	✓
<p><b>Tenancy Agreement</b> We draw up a Tenancy Agreement between you and your tenant and sign the Tenancy Agreement as agent on your behalf. We may use electronic signature technology.</p>		✓	✓	✓
<p><b>Security Deposit</b> We protect the security deposit (the Deposit) through a government approved scheme if the Tenancy is an Assured Shorthold Tenancy (AST) and serve the relevant prescribed information on the Tenant if we hold the Deposit. If you hold the Deposit we will arrange for the Tenant to pay the Deposit direct to you. It will be your responsibility to serve the prescribed information and any other documents on the Tenant. We have no liability if you fail to do so.</p>		✓	✓	✓
<p><b>Inventory</b> We arrange for an Inventory and Schedule of Condition of the property, its contents and fixtures and fittings, to be drawn up (at your additional cost). The inventory will exclude nonresidential basements, attics or outhouses.</p>		✓	✓	✓
<p><b>Tenancy Renewal and Reletting</b> We contact your tenant to negotiate terms for the tenancy to be continued. If your tenant gives notice to vacate we notify you and advertise your property as available to let.</p>		✓	✓	

\* Terms and conditions as below.

**Terms & Conditions**

1. You must be a client of the agency at the time that a claim is made and remain a client throughout the period of claim, and;
2. Be compliant with your obligations as a landlord under the agency's Terms of Business, and;
3. Be compliant with your obligations as a landlord under any Tenancy Agreement in force at a property involved in a claim, and;
4. That any tenant involved in claim must have passed the agency's approved referencing procedures without special conditions being applied.
5. The Eviction Service cover is only where possession is required specifically due to rent arrears. It covers for the legal costs up until the first hearing and does not include costs associated with any defended or counterclaim action by the tenant.



### Standard charges

Tick the box for service required

	Manage & Protect	Fully Managed	Rent Receipt	Tenant Find Only
<b>New tenancy set up Â£</b>	<input type="checkbox"/>	<b>£195.00 plus VAT</b> £234.00 including VAT	<b>£295.00 plus VAT</b> £354.00 including VAT	£495 OR ONE MONTHS RENT WHICHEVER IS THE LOWER
<b>Monthly commission %</b>	<input type="checkbox"/>	<b>9.00% plus VAT</b> 10.80% including VAT	<b>7.00% plus VAT</b> 8.40% including VAT	
<b>Deposit registration (per Security Deposit)</b>	<input type="checkbox"/>	INCLUDED	INCLUDED	INCLUDED
<b>Tenancy renewal and /or rent review</b>	<input type="checkbox"/>	<b>£77.00 plus VAT</b> £92.40 including VAT	<b>£75.00 plus VAT</b> £90.00 including VAT	
<b>Tenancy check out</b>	<input type="checkbox"/>	INCLUDED	INCLUDED	<b>£75.00 plus VAT</b> £90.00 including VAT
<b>Inventory fee dependent upon property size. From</b>	<input type="checkbox"/>	<b>£100.00 plus VAT</b> £120.00 including VAT	<b>£125.00 plus VAT</b> £150.00 including VAT	<b>£125.00 plus VAT</b> £150.00 including VAT
<b>Additional property visits (per visit)</b>	<input type="checkbox"/>		<b>£30.00 plus VAT</b> £36.00 including VAT	
<b>Non-UK residents accounting to HMRC (per tax year)</b>	<input type="checkbox"/>	<b>£100.00 plus VAT</b> £120.00 including VAT	<b>£100.00 plus VAT</b> £120.00 including VAT	<b>£100.00 plus VAT</b> £120.00 including VAT
<b>Sale of the property to a sitting tenant or a third party introduced by ourselves</b>	<input type="checkbox"/>	<b>1.00% plus VAT</b> 1.20% including VAT	<b>1.00% plus VAT</b> 1.20% including VAT	
<b>Cutting of keys</b>	<input type="checkbox"/>	<b>£8.00 plus VAT</b> £9.60 including VAT	<b>£8.00 plus VAT</b> £9.60 including VAT	<b>£8.00 plus VAT</b> £9.60 including VAT
<b>Serving of statutory notices such as Section 21</b>	<input type="checkbox"/>	FREE	FREE	<b>£75.00 plus VAT</b> £90.00 including VAT
<b>Withdrawal from an agreed offer</b>	<input type="checkbox"/>	<b>£50.00 plus VAT</b> £60.00 including VAT	<b>£50.00 plus VAT</b> £60.00 including VAT	<b>£50.00 plus VAT</b> £60.00 including VAT
<b>Tenant referencing fee</b>	<input type="checkbox"/>	<b>£25.00 plus VAT</b> £30.00 including VAT	<b>£25.00 plus VAT</b> £30.00 including VAT	<b>£25.00 plus VAT</b> £30.00 including VAT

\* For illustration purposes only, the monthly commission payable on £500 rent would be £45.00 (£54.00 inc Vat) for a Fully Managed service