

# Fully Managed Service

BOWEN  
SINCE 1862

## Full Management Service

**A setup fee for a new contract of one month's rent (incl. VAT) of the first month's rent received (subject to a minimum £360 incl. VAT), deducted by the Agent, thereafter a monthly commission of 12% (incl. VAT) of the rent received.**

**The fees under the above services are payable when any individual or organisation enters into an agreement/ contract to rent the Property as a result of our promotion, introduction, or viewing by the Agent.**

### To Include:

- Lettings appraisal advising on current market rent
- Full advertising campaign using our existing database of contract-holders and online portals
- Accompanied viewings
- Tenants/Contract-holder referencing to include Right to Rent checks and Immigration Act 2014
- Production of professionally endorsed assured shorthold occupation contract
- Comprehensive inventory service to TDS compliance
- Arranging landlords' obligations under current safety legislation such as gas safety record, EPC, smoke alarms, etc...
- Interface with utility companies and council tax departments
- Rent collection and rent reviews
- Repair and maintenance management
- Arranging annual maintenance requirements
- Property/Dwelling condition inspections
- Collection and certification of security deposit
- Bowen is licensed under Rent Smart Wales
- Landlord portal to access maintenance and accounting records
- Collection of taxes for overseas landlords
- Management of rent arrears
- Service of legal Notices if required
- Check-Out Service
- End of contract management

### Optional Charges:

Professional hourly rate - Charged when required to carry out any additional services, at £120 incl of VAT per hour (subject to a minimum fee at £120 incl. VAT)

Contract Renewal Fee £240 (incl. VAT)

Any works over and above minor routine repair and maintenance will be charged at the above hourly rate or a fixed fee to be agreed.

VAT is payable at the prevailing rate (currently 20%) on all our fees. In accordance with consumer legislation it is quoted as included in the prices stated above. All fees are subject to change. We may also receive referral fees from Insurance companies, Referencing companies, Utility providers or others.

**We do not receive commissions or uplift invoices from contractors.**

Bowen is a member of and covered by the RICS Client Money Protection and all deposits are protected by TDS (The Dispute Service Limited). Bowen is also a member of PRS (Property Redress Scheme) and licensed with Rent Smart Wales. A copy of our Client Complaints procedure and Equality Policy is available on our website or by request.