



020 7431 8000

www.propertydivas.com

sales | lettings | property finder service
bespoke property management | refurbishments

Why choose Property Divas?

Because we focus on your goals:

To maximise the return on your investment, with minimum void periods and a stress-free experience through the professional services we offer you.

How can Property Divas deliver?

PROTECT YOU AND YOUR PROPERTY

Meet all of your legal requirements through our association and accreditation with Propertymark (ARLA) and Guild of Property Professionals.

Ensure your property is up to date with all of the latest rules and regulations.

You will benefit from our comprehensive vetting service:

Right to rent checks. Credit status. Financial sanctions check.

Bank. Income. Employment. Electoral. previous landlord. ID verification.

Preparation of your tenancy agreement and pre letting documents requirements.

Organise the inventory and condition report prior and post tenancy.

Undertake periodic condition checks of your property by arrangement with you.

Maximise your asset

When we take your property, we will visit and report back to you on the condition, and make recommendations to allow you to maximise the attractiveness of, and return on your property.

Let us refurbish / rejuvenate your property to maximise return be that for rent or sale.

Benefit from our accredited pool of nominated contractors: builders, electricians, gas engineers, drain specialists, roofers and more.

We take time to prepare your property particulars ensuring that when we launch to market it really is "best in class" (professional photo shoot, floorplan, video tour attention to detail in every aspect).

We will promote your property through the portals (Rightmove, Zoopla, On the market), our own website and lobby, across social media platforms, our own database of uk and overseas clientele, The Guild of Property Professionals website.

Protect your finances

Via our association with propertymark - Association Residential letting agents (ARLA) and the Guild of Property Professionals we adhere to the rigorous standards you expect of a professional letting agent including independent annual audits of our accounting and money handling procedures.

For your additional protection we are members of the property ombudsman scheme and we carry professional indemnity and client money protection insurance.

We can provide rent guarantee insurance (if you require) to protect your rental income. Receive and handle the tenants security deposit in accordance with deposit regulations.

Collect, process and forward the rent to you in accordance with the tenancy agreement. Managing rent levels including recommended rent uplift levels negotiated on your behalf.

Make your life easier

We will look after your property as if it was our own and conduct property visits to detail condition and report any maintenance that may be required.

We have a bank of trusted competitively priced contractors at any time to take care of issues as they arise no matter how big or small.

We consistently sweep the market to ensure you are receiving the maximum return on your property.

We make sure we are up to date with all legislation so you can go about your day and let us take care of what is needed for your property.

Our services to Landlords

let only.

9% of rent plus vat (10.8%) sole agency

11% of rent plus vat (13.2%) multi agency

Fees apply for the duration of the tenancy and include the following for you:

- Market valuation and detail any recommendations to maximise your return.
- Highlight any legal requirements needed prior to launch.
- Organise professional photos and floorplan.
- Market your property across the leading portals rightmove, Zoopla, OnTheMarket, our own website, lobby, database of professional applicants and social media platforms.
- Organise the independent inventory report / check in.
- Issue deposit certificate and prescribed information.
- Collect initial rent and prepare statement deducting fees and any third-party invoices.

let & rent collection.

9% of rent plus vat (10.8%) sole agency

11% of rent plus vat (13.2%) multi agency

Fees apply for the duration of the tenancy and include the following for you:

- Market valuation and detail any recommendations to maximise your return.
- Highlight any legal requirements needed prior to launch.
- Organise professional photos and floorplan.
- Market your property across the leading portals rightmove, Zoopla, OnTheMarket, our own website, lobby, database of professional applicants and social media platforms.
- Advise you of any move in requirements (cleaning/ freshen up painting etc)
- Organise the independent inventory report / check in on your behalf.
- Issue deposit certificate and prescribed information in accordance with deposit regulations.
- Collect initial rent and prepare statement deducting fees and any third-party invoices.
- **Transfer utilities into the tenant's name upon commencement.**
- **Oversee collection of the rent in accordance with your tenancy agreement**
- **Arrange up- to date compliance documents on your behalf and settle via the rent payments.**
- Communicate with your tenant / send rent demands in the event of late/ non-payment of rent.
- Assist with rent arrears remedy should this be required.

let, rent collection & full management.

15% of rent plus vat (18%) sole agency

17% of rent plus vat (20.4%) multi agency

Fees apply for the duration of the tenancy and include the following for you:

- Market valuation and detail any recommendations to maximise your return.
- Highlight any legal requirements needed prior to launch.
- Organise professional photos and floorplan.
- Market your property across the leading portals rightmove, Zoopla, OnTheMarket, our own website, lobby, database of professional applicants and social media platforms.
- Advise you of any move in requirements (cleaning/ freshen up painting etc)
- Organise the independent inventory report / check in on your behalf.
- Issue deposit certificate and prescribed information in accordance with deposit regulations.
- Collect initial rent and prepare statement deducting fees and any third-party invoices.
- Transfer utilities into the tenant's name upon commencement.
- Oversee collection of the rent in accordance with your tenancy agreement
- Arrange up- to date compliance documents on your behalf and settle via the rent payments.
- Communicate with your tenant / send rent demands for late/ non-payment of rent.
- Assist with rent arrears remedy should this be required.
- Arrange on your behalf any day-to-day routine maintenance, call out/ remedial or emergency repairs throughout the tenancy.
- We can oversee turn around / upgrade works on your behalf to maximise your investment (chargeable at 10% plus vat of total costs of works exceeding £1,800)
- Access to our pool of accredited contractors, with any discounts we have negotiated with third party providers passed on to you in full.
- Provide you with monthly statements of rental income and any costs incurred.
- We provide an out of hours emergency contact service for your tenant.
- We undertake one inspection on your behalf mid tenancy and provide a detailed report with visuals for you.
- We will ensure your property is up to date with all ongoing compliance needed and everchanging legislation.
- We will organise the independent check-out clerk at the end of the tenancy, deal with dilapidations and the return of the deposit on your behalf.

additional services we can offer you:

all prices below inclusive of vat

- Arrangement of any of the following:

EPC (Energy performance certificate, valid for 10 years)

Gas safety / fire and flue checks

Carbon Monoxide detectors (should be tested/provided with each gas safety check)

Legionella risk assessment (if relevant)

Electrical Installation certificate

Key cutting / locks

PAT testing (Portable appliance testing (freestanding electrical appliance) - required annually)

Hard wired smoke detectors / Battery operated smoke detectors / Heat sensors

£30 per certificate plus the cost of the third-party invoice.

- Property inspections and reporting therein with visuals (one inspection included in fully managed properties) **£150.**
- Serving of Notices (by specific prior agreement only)
Costs start from **£150 per notice** per property plus cost of postage.
- Helping you with documentation preparation in the event of a TDS dispute **£300.**
- Chaps payments to overseas accounts **£30.**
- Court or Tribunal appearance **£180** per hour including travel time.
- Overdue Fees and or Re-Imbursements: applicable to all Landlords
We reserve the right to charge **4%** over the lending base rate of the Bank of England if payments are over 14 days late.
- Organising quotes from third party contractors if you then organise the works yourself
£30 per quote.
- Meeting contractors / third parties in respect of insurance claims / HMO visit managed properties **£60 per visit.** Non managed properties **£60 per hour.**

the following charges will apply to all tenancies all prices below inclusive of vat

- Extensive vetting of tenants / guarantor to include enhanced referencing, right to rent checks, financial sanctions check, credit checks draw up the Tenancy agreement **£180**
- Tenant substitution - referencing / documentation and re registration of the deposit **£60**
- **£nil** charge for organising the inventory check in / check out merely the cost of the independent inventory clerk (depending on property size check in report between **(£100 - £400)** check out between **(£80 - £350)**)
- Deposit registration **£50** per registration
- Abortive cost **£300** plus costs where a landlord withdraws from an agreed offer unless withdrawal is due to failed references on the proposed tenant.
- Rent protection insurance guarantee - cost upon request

refurbishments & project management service.

- We are pleased to offer you access to our refurbishment service thereby maximising your property ahead of letting or selling Includes the arranging access and assessing cost with contractors, ensuring the work is carried out to the specification and retaining any warranty and or guarantees. Chargeable at 12.5% plus vat (15%) of total cost of works.
- We can oversee the following on your behalf: turn around works in void periods, end of tenancy and pre - let upgrades, all of which are offered in conjunction with our pool of accredited contractors. Chargeable at 10% plus vat (12%) of total cost of works.
- Access to our pool of accredited contractors, with any discounts we have negotiated with third party providers passed on to you in full.
- We are able to assist in organising the works in obtaining an HMO license application (Chargeable on a time basis)



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