# GALAXY
## REAL ESTATE

# LETTINGS SERVICE PACKAGES

| | FULLY MANAGED<br>12% of the monthly rent (Inc VAT) | RENT COLLECTION<br>8.5% of the monthly rent (Inc VAT) | TENANT FIND<br>One month rent (Inc Vat) as one-off tenancy setup |
|---|:---:|:---:|:---:|
| PROPERTY INSPECTION & LEGAL COMPLIANCE CHECK & METER READING COLLECTION | ✓ | ✓ | ✓ |
| PHOTOGRAPHY, MARKETING ONLINE AND IN BRANCH | ✓ | ✓ | ✓ |
| ACCOMPANIED VIEWINGS & BRANDED CLIENT EXPERIENCE | ✓ | ✓ | ✓ |
| FULL TENANT REFERENCING & CREDIT CHECKS | ✓ | ✓ | ✓ |
| AGREEMENT PREPARATION & SIGNAGE | ✓ | ✓ | ✓ |
| FIRST MONTHS RENT COLLECTION & FIRST MONTHS OWNERS STATEMENT | ✓ | ✓ | ✓ |
| TENANT DEPOSIT REGISTRATION & RELEASE | ✓ | ✓ | ✓ (grey) |
| MONTHLY RENT COLLECTION AND ARREARS MANAGEMENT | ✓ | ✓ | ✓ (grey) |
| MONTHLY RENT ALLOCATION AND DISTRIBUTION & OWNER STATEMENTS | ✓ | ✓ | ✓ (grey) |
| GENERAL MAINTENANCE & EMERGENCY MAINTENANCE | ✓ | ✓ (grey) | ✓ (grey) |
| ARRANGING ELECTRICAL, ENERGY PERFORMANCE & GAS SAFETY CERTIFICATES | ✓ | ✓ (grey) | ✓ (grey) |
| PAYMENT OF INVOICES | ✓ | ✓ (grey) | ✓ (grey) |
| 24/7 TENANT ASSISTANCE | ✓ | ✓ (grey) | ✓ (grey) |
| ROUTINE INSPECTIONS | ✓ | ✓ (grey) | ✓ (grey) |

**Slough City Real Estates LTD T/as Galaxy Real Estate Slough is a member of the Property Redress Scheme and Client money Protect**

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|---|---|---|---|---|
| **GAS CERTIFICATE**<br>£90* | **INVENTORY 1-2 BED**<br>£150* | **PROPERTY LICENSING**<br>£300* | **DEPOSIT PROTECTION**<br>£30 | **NOTICE SEVERANCE**<br>£30 |
| **EPC CERTIFICATE**<br>£90* | **INVENTORY 3-4 BED**<br>£250* | **COURT ATTENDANCE**<br>£300 | **TENANCY SETUP**<br>£100 | **KEY CUTTING**<br>£10 plus invoice value |
| **ELECTRIC CERTIFICATE**<br>£180* | **INVENTORY 5+ BED**<br>£350 | **TITLE DEED**<br>£7 | **TENANCY RENEWAL**<br>£100 | **SHOPPING FEE**<br>£50 plus invoice value |

All fees mentioned above are Inc VAT.