



**MBI SURVEYORS**

# RESIDENTIAL MANAGEMENT SERVICES AND LETTINGS



RICS REGULATED

# THE SERVICE

## ABOUT

MBI Surveyors abide by the standards set by the Royal Institution of Chartered Surveyors (RICS) and has signed up to the Conflict Avoidance pledge, the RICS Inclusive Employer Mark and uses the The RICS Dispute Resolution Scheme for redress. Full PII cover is in place and MBI always strive to exceed professional standards and client expectations. MBI are national and multi award winning having won the highly coveted RICS Young Surveyor of the Year 2016 and BUILD 2018 Best Commercial Property Surveyor, Oxfordshire plus BUILD 2018 Best Building Surveying Practice, Oxfordshire.

MBI Surveyors offer a professional and bespoke residential management package to include lettings. The emphasis is on providing a transparent and specialist service to add value to a clients portfolio and expedite management concerns with ease and professionalism.

The residential branch is headed by Judy King who has over 20 years of experience in residential management and agency. She is joined by Joe Butler on day to day client and property management.

## SERVICES

We provide a full range of property management to include letting services. MBI, as a professional surveying practice, is uniquely positioned to employ suitable, quality contractors with appropriate accreditation for the good of its clients and expedition of its high quality service. MBI prides itself on not benefitting financially from landlord's maintenance issues.

## THE LETTING PROCESS

The first stage is a property appraisal with advice offered on the complexities of the lettings process including current legislation. A suitable applicant will be fully referenced by Rent Profile and will be required to pay a holding fee of £350 which will be non-refundable in the event that the applicant withdraws or fails referencing. Upon successful completion of referencing and drafting of the lease, compliance procedures will take place and a tenancy start date will be negotiated. Check-in will be with an independent inventory clerk.

An applicant will pay 1.5 times the monthly rent as a deposit. This deposit will be held and protected by TDS and a certificate including prescribed information will be released to the tenant. The first months rent will be payable on completion prior to the handover of keys.

## OUR PROCESS

### ONE

Discussion of terms with landlord, proposal and advice provided. An initial fee is due.

### TWO

The property is marketed with viewings conducted. Landlord updated regularly.

### THREE

Applicant pays a holding fee and makes an application to apply for a tenancy. If successful a tenancy agreement is drafted.

### FOUR

Upon signing of the tenancy agreement, funds are collected for the deposit and first months rent. Keys handed over and check in conducted.







MBI IS THE GO-TO  
PRACTICE FOR PROFESSIONAL  
ESTATE AGENCY &  
RESIDENTIAL SERVICES



# OUR FEES

Fees quoted are inclusive of VAT unless otherwise stated

## FULL MANAGEMENT

9% to fully manage a property (deducted from each months rental income)

## TENANCY AGREEMENT FEE & DEPOSIT

£50 with no charge for deposit registration (TDS custodial scheme)

## INVENTORY MAKE

Costs vary according to whether the property is furnished or unfurnished and upon the size of the property.

## CHECK IN - CHECK OUT

Costs vary according to whether the property is furnished or unfurnished and upon the size of the property.

## REFERENCE FEE

£100 per tenancy

## TENANCY RENEWAL FEE

£100 (deposit to be re-registered, no charge)

## TENANCY ARRANGEMENT FEE

£250 when the monthly rent is less than £1,000

£350 when the monthly rent is between £1,001 and £1,500

£450 when the monthly rent is more than £1,501

This covers marketing, accompanying viewings and negotiating the tenancy details

## OTHER CHARGES

£35 per hour to attend with contractors when necessary (minimum call out £35)

£50 service of any legal notice

£50 delivery and use of electric heaters in an emergency

## KEY CONTACTS

Joe Butler

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