



SHUFFLE RESIDENTIAL

PROTECTING YOUR INVESTMENTS

Comprehensive Lettings, Inventories and Management

Our head office is based in Folkestone, Kent providing personalised property management services across the South East, from Folkestone to London.

We are a dedicated team committed to tailored services for each client. Contact our Lettings Department on 0333 405 0200 or email info@shuffleresidential.co.uk.

Standard Letting Services (Prices Exclude VAT at 20%)

Full Management: 12% of monthly rent

Rent Collect: 8% of monthly rent

Let Only: 70% of the Initial month's rent

Services include property rental valuation, advertising, viewings, credit checks, tenancy agreements, deposit collection, and more.

LETTING SERVICE	FULL MANAGEMENT	RENT COLLECT	LET ONLY
% OF MONTHLY RENT	12 %	8 %	70 %
Valuation, guidance and advice prior to renting	✓	✓	✓
Advertise on various platforms to reach applicants	✓	✓	✓
Appointment Management	✓	✓	✓
To Let Board (providing its allowed in headlease)	✓	✓	✓
Application Management	✓	✓	✓
Accompanied Viewings	✓	✓	✓
Credit Checks	✓	✓	✓
Right to Rent Verification	✓	✓	✓
Tenant Find & Negotiate Terms of tenancy agreement	✓	✓	✓
Tenancy Agreement Creation	✓	✓	✓

Tenant Referencing	✓	✓	✓
Guarantor Referencing (UK)	✓	✓	✓
Arranging of Suitable Check-In	✓	✓	✓
Collecting Initial rent and security deposit	✓	✓	✓
Renewal Negotiation	✓	✓	✓
Arranging Inventory services for move-in and vacation	✓	✓	✓
Deposit Protection / Registration	✓	✓	✓
Utilities & Local Authority Notifications	✓	✓	✓
Collection of rental payments	✓	✓	X
Arrangement of Gas Safety Certificate (CP-12)	✓	✓	X
Smoke and Carbon Monoxide Alarm Testing	✓	✓	X
Arrangement of Professional photos	✓	✓	X
Annual Account Statements	✓	✓	X
Monthly Account Statements	✓	✓	X
Key Management	✓	X	X
Arrangement of EiCR Certificate	✓	X	X
Arrangement of Legionella Risk Assessment	✓	X	X
Arrangement of Portable Appliance Testing	✓	X	X
Mid-Term Property Inspections (Bi Annually x 2 Per Year)	✓	X	X
Instruct and Manage Contractor Payments	✓	X	X
Access To A Dedicated Property Management Team	✓	X	X
Providing 24hr maintenance	✓	X	X
Due Diligence on Maintenance Team	✓	X	X
Arrange payment to contractor on completion of works	✓	X	X
Serve Notices	✓	X	X
Arrangement of Maintenance Quotes/Repairs	✓	X	X
Advice and assistance with all	✓	X	X

tenancy matters			
Negotiate Deposit Deductions and assist with any TDS disputed	✓	X	X
End of Tenancy Management	✓	X	X
Pre-Tenancy Maintenance Checks	✓	X	X
Liaison with Block Management	✓	X	X

Additional Services (All Prices Exclude VAT at 20%):

Tenancy Agreement Renewal/Change of Occupants: £72.

Deposit Registration Renewal/Change of Occupants: £36.

Additional Property Inspections: £72 (Fully Managed Only).

Key Cutting: Cost of keys + £28.80.

Application for Landlord License: £540 (Rent Collect), £792 (Let Only).

Court Attendance (Charged Per Hour) £252 (Rent Collect), £288 (Let Only)

Property Reports (All Prices Exclude VAT at 20%):

Domestic EPC: £72

ECIR Report: £195

PAT Testing: £125

GAS Safety (CP12): £95

Legionella Risk Assessment: £95

Boiler Service: £95

MEES Report: £65

Inventory + Condition Reports starting at £140 for Studio/1 Bedroom

Check-In / Check-Out Reports starting at £124 for Studio/1 Bedroom

Midterm / Inspection Reports starting at £50 for Studio/1 Bedroom

Comprehensive Inventory Solutions Packages

Starter Success Packages

1. Let Only Service:

60% + VAT of the first month's rent.

Bonus: 50% discount on inventory services.

2. Rent Collection Service:

Let Only Fee at 50% + VAT of the first month's rent.

Rent Collection at 5% + VAT per month.

Bonus: 25% discount on inventory services.

Full Management Value Packages

1. Complete Care Package:

Let Only Fee: 50% + VAT of the first month's rent

Full Management Fee: 11% + VAT per month.

Bonus: Complimentary initial and final inventory checks.

2. Property Prosperity Plus (for +3 Properties)

Let Only Fee: 45% + VAT of the first month's rent

Full Management Fee: 9% + VAT per month.

Bonus: One free inventory check per property per year.

3. Elite Estate Ensemble (for +10 Properties)

Let Only Fee: 40% + VAT of the first month's rent

Full Management Fee: 8% + VAT per month.

Bonus: Two free inventory checks per property per year.

Loyalty Leaders Program

Continuous Service Reward: After 12 months of continuous service, receive a complimentary inventory service.

Referral Program: Refer a new client and both you and the referral receive a 10% discount on your next inventory service.

Terms and Conditions for Services

Duration of Contract

Clients availing of the Full Management Value Package must commit to a minimum contract duration of 12 months. Early termination of the contract by the client may result in a termination fee.

Discount and Free Inventory Eligibility

Discounts on inventory services and complimentary inventory checks are only applicable if the client maintains the property management contract for a minimum of 12 months. If the contract is terminated early by the client, the cost of the discounted or complimentary services will be charged to the client's final invoice.

Payment Terms

All fees are due and payable as per the agreed terms in the contract. Late payment may result in additional charges or suspension and withdrawal of discount services.

Cancellation Policy

Cancellation of services requires a written notice of 3 months for managed or rent collection services. If cancellation occurs within the first six months of the tenancy agreement, a pro-rata commission fee based on the remaining contract term will be applicable.

Service Amendments

Any amendments to the services after the commencement of the contract may result in additional charges. All amendments must be agreed upon in writing.