



## **Fields of Shifnal Limited**

### **Landlord Services & Tenant Information**

#### **LANDLORD SERVICES**

##### **Managed Service**

##### **Fee Structure:**

- **75% of the first month's rent + VAT** (minimum £500 + VAT)
- **10% monthly management fee + VAT thereafter**

##### **Service Includes:**

- Property advertising on **Rightmove**, **OnTheMarket**, and **www.fieldsofshifnal.com**
- Accompanied viewings.
- Full tenant referencing.
- Preparation of tenancy agreement and all required documentation.
- All Compliance referencing including R2R, AML, Credit, Income and Residential checks
- Professional Inventory report.
- Regular property inspections.
- Deposit collection and registration with the **MyDeposits**.
- Council Tax notification.
- Monthly rent collection.
- Six-monthly property inspections with report.
- Renewal of Tenancy Agreement – **£50 + VAT**.
- Management of maintenance through Fields of Shifnal's approved contractors.
- Check-out inspection and meter readings
- Monthly rental statements
- "To Let" board
- Issuing legal notices as required (additional costs may be incurred)
- Pre-tenancy briefing and negotiation
- Social media advertising
- Annual Landlord Statement

##### **Let Only Service**

##### **Fee Structure:**

- **100% of the first month's rent + VAT**

##### **Service Includes:**

- Advertising on **Rightmove**, **OnTheMarket**, and **www.fieldsofshifnal.com**
- Accompanied viewings
- Full tenant referencing
- Preparation of tenancy agreement and required documents
- All Compliance referencing including R2R, AML, Credit, Income and Residential checks

- Inventory – **£75.00** (price may vary depending on property size)
- Deposit collection and registration with the **Mydeposits – £35 + VAT**
- “To Let” board
- Social media advertising
- Pre-tenancy briefing
- Renewal of Tenancy Agreement – **£50 + VAT**

## TENANT INFORMATION

If you require clarification or confidential advice, please contact Fields of Shifnal – 01952 460000.

### Property reservation:

Any adult over the age of 18yrs, who will be named on the tenancy agreement must complete a formal application form. All tenants will be **jointly liable** for the property and the rent.

### Referencing Requirements:

- We will take references based on information supplied in the application
- Applicants must provide **two forms of proof of address** (e.g., driving licence, passport, bank statement, or utility bill)
- We conduct a three part referencing on all tenants over the age of 18 years old. Referencing includes
  - Residential - current landlord reference
  - Income
  - Satisfactory credit check
- Compliance Checks
  - Right to Rent
  - Anti Money Laundering

### Tenancy Confirmation

A tenancy cannot commence until:

1. Satisfactory references have been received
2. The landlord has provided final approval
3. All legal documentation has been completed and signed
4. All required payments have been received in **cleared funds**

Payment should be made via bank transfer. Cheques are accepted only by prior agreement and must clear before a tenancy can begin.

*Applications may be declined at any stage.*

### Type of Tenancy

Most tenancies will be an **Assured Shorthold Tenancy (AST)**. Until 1<sup>st</sup> May 2026 when all tenancies will revert to Periodic Tenancies (RRA)

### Rent

Rent is payable **monthly in advance**, typically via standing order or bank transfer.

### Deposit

A deposit equal to **five weeks' rent** is required.

This deposit covers:

- Damage
- Dilapidations
- Non-payment of rent

Deposits are registered with the **Mydeposits** in accordance with legislation.

### **During the Tenancy**

Unless agreed otherwise in writing, tenants are responsible for all utilities and services, including:

- Gas
- Electricity
- Water & sewerage
- Oil or solid fuels (where applicable)
- Council Tax
- Telecommunications & broadband
- TV licence
- Any cable/satellite subscription

Tenants must:

- Keep the property and the landlord's contents clean and tidy
- Maintain any garden areas
- Replace consumables such as light bulbs, fluorescent tubes, and smoke alarm batteries
- Not redecorate or carry out alterations without prior written consent
- Not carry out repairs except in an emergency
- Ensure the property is thoroughly cleaned at the end of the tenancy

### **Early Release from Tenancy**

Tenants may remain liable for rent and all tenancy obligations until the agreement is formally ended.

Upon request, we may be in a position to agree early termination of your tenancy subject to the following:

- The Landlord at their discretion, agrees to an early release from your tenancy
- The tenant is responsible for all rent and utilities until the day before a new tenancy begins
- The deposit cannot be used to pay our fees for early termination
- All costs will be based on actual costs incurred as a direct result of early termination and will not exceed the landlord's loss.
- Any costs will be calculated case by case and based on the actual cost of work required to re-let the property.
- A breakdown of our early release fees are available upon request

If you encounter difficulties or have questions about giving notice, contact Fields of Shifnal as soon as possible on 01952 460000 and we will be happy to assist.