



# advertise

## advertise only

new properties    existing properties

Digital photos	✓	✗
Rightmove	✓	✓
To Let board	✓	✓
Shop Window Ad	✓	✓
GL Property to handle enquires	✓	✓
Advert time limit	✓	✓
GL Property tenant referencing	✗	✗
Tenancy agreement + move-in pack	✗	✗
	<b>£150+VAT</b>	<b>£100+VAT</b>

## advertise plus

new properties    existing properties

Digital photos	✓	✗
Rightmove	✓	✓
To Let board	✓	✓
Shop Window Ad	✓	✓
GL Property to handle enquires	✓	✓
Advert time limit	✗	✗
GL Property tenant referencing	✓	✓
Tenancy agreement + move-in pack	✓	✓
	<b>£280+VAT</b>	<b>£230+VAT</b>

**gl property**  
the ethical agency

Phone **01373 453 600**  
Email [info@glproperty.net](mailto:info@glproperty.net)

13 Market Place  
Frome  
BA11 1AB

# letting

## let only

Advertising + marketing	✓
Accompanied viewings	✓
Tenant matching	✓
Tenancy negotiation	✓
Tenancy agreement + move-in pack	✓
Deposit protection	✗
Check in	✗
Maintenance management	✗
Tenancy management	✗
Inspections	✗
Settling in + pre-checkout visits	✗
	<b>£380+VAT</b>

## full management

Advertising + marketing	✓
Accompanied viewings	✓
Tenant matching	✓
Tenancy negotiation	✓
Tenancy agreement + move-in pack	✓
Deposit protection	✓
Check in	✓
Maintenance management	✓
Tenancy management	✓
Inspections	✓
Settling in + pre-checkout visits	✓
	<b>50% of 1st rent + 10% monthly + vat</b>

## add ons

<b>Inventory</b>	£40 p/hour + vat
<b>EPC</b>	£60 no vat
<b>Check-in + photos</b>	£75 + vat
<b>Gas Safety</b>	£60 + vat
<b>Legionella risk assessment</b>	£45 no vat
<b>Electrical Safety</b>	Price on request

- Advertising + marketing
- Accompanied viewings
- Tenant matching
- Tenancy negotiation
- Tenancy agreement + move-in pack
- Deposit protection
- Check in
- Maintenance management
- Tenancy management
- Inspections
- Settling in + pre-checkout visits



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# terms and meanings

## Terms and meanings relating to our pricing table for landlords

- The 'advertise' packages are divided between new and existing properties so that landlords who are returning customers avoid paying twice for items like marketing photographs and floorplans.
- Digital Photos and Floorplan - GL Property will visit the property on the first occasion of advertising with our company to take digital pictures and a separate contractor will carry out a floorplan with full room measurements. Landlords will also receive an advice pack to prepare them for letting the property once the agreement to use our services has been signed.
- Right Move, To Let Board and Shop Window - The property will be advertised on Right Move which has the most tenant views nationally and it will also be displayed in our shop window in Frome and have a GL Property board erected to boost the marketing of your property.
- GL Property to handle enquiries - When choosing either of our advertise packages, GL Property will receive responses to the marketing of your property and will pass on the details by email for landlords to contact.
- The time limit for advertising in the 'advertise only' package is one month. After that, landlords can choose to pay £50 +VAT for each subsequent month.
- Tenant Referencing If you choose the 'advertise plus', 'Let Only' or 'Full management' packages, GL Property will carry out your tenant referencing which includes an on line credit check, affordability referencing, employment or income referencing, previous landlord referencing.
- Tenancy Agreement and Move-In Pack - The 'advertise plus' and 'Let Only' package also includes the paperwork pack for landlords to move the tenants in, including the tenancy agreement but not including the inventory which is listed in the 'add-ons'.
- The 'Let only' and 'Full Management' packages Advertising and Marketing includes photographs for all properties and a floorplan for properties 3 bedrooms and over. It also includes marketing as at point 3 above.
- GL Accompanied Viewings - GL property will handle all enquiries for the 'Let only' and 'Full Management' packages and organise viewings. We will be present for all viewings.
- Tenant Matching and Tenancy negotiation – we make sure that landlords are aware of the profile of the applicant and have approved the applicant in principle before referencing begins. We are able to organise a second viewing so that the landlord can meet the applicant during referencing or before it begins. We will negotiate the move in date, and any special terms and conditions relating to the start of the tenancy.
- Deposit Protection – we use the DPS custodial service. You can find details at [www.depositprotection.com](http://www.depositprotection.com) The 'Full Management' service includes setting up an account for the tenancy, arranging the deposit protection and managing the return of the deposit at the end of the tenancy. We can give advice on deposit protection for the other packages.
- 'Check-in' covers an appointment on the first day of the tenancy that lasts 1.5 hours and includes the full reading, checking and signing of the GL Property pre-prepared inventory with the tenants as well as digital photographs of all areas of the property to support the written inventory. We cannot carry out the check-in with an inventory written by the landlord or other company unless it is provided to us a week in advance of the check-in and it is deemed to contain sufficient detail. Keys, meters and heating controls are also checked.
- For further details of our full management service please call our office. We will be pleased to talk through how we can meet your needs.