



MBI Estates

Client Information Pack

RICS Regulated

Part of MBI Group including MBI Surveyors, MBI Surveys and MBI Design

MBI Estates Ltd

NOT JUST A RICS-REGISTERED & AWARD WINNING PRACTICE

At MBI Group of companies we bring together the built environment, our clients and property processes into a seamless transaction. We diagnose and aid the acquisition of buildings, expand brands, obtain planning consents and manage uses. Established 2014.

6

Industry awards from
RICS & BUILD

500+

Property transactions
& surveys

7

Talented surveyors
forming our team

RESIDENTIAL PROPERTY MANAGEMENT AND LETTINGS

The Service

- **ABOUT** MBI Estates abide by the standards set by the Royal Institution of Chartered Surveyors (RICS) and the MBI Group 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 no less than 4 BUILD Awards between 2017 and 2019, along with the 2020 Oxfordshire Prestige Award. MBI Estates offers 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** A full range of property management services are offered to clients to include a full letting and management package. 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 costs 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 up to 1 weeks' rent 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 5 weeks' 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.

A street scene with people walking and buildings. The image is dimmed to serve as a background for text. The street is lined with multi-story buildings, some with bay windows. People are walking on the sidewalks, and a few cars are visible in the distance.

Stage 1 - client liaison and property appraisal

Stage 2 - marketing takes place with viewings undertaken

Stage 3 - application made and holding fee paid, referencing takes place if acceptable in principle

Stage 4 - if the tenancy is approved then the agreement is drafted and signed, check in, rent paid and keys handed over



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

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

CONTACT US

MBI Estates

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