

## Pricing 2023

Services		Entry	Essentials	Evolve
		£15	£18	£25
<b>Management Transfer</b>	<b>Inbound Management Transfer</b> <i>Follow-up with previous agent for information, load existing tenancy details onto your CRM, send welcome email to tenants, issue deposit transfer information to tenants</i>		✓	✓
	<b>Outbound Management Transfer</b> <i>Send relevant information documents and deposit to the new managing agent, close the tenancy on your CRM</i>		✓	✓
<b>Pre-tenancy</b>	<b>Log Holding Deposit</b> <i>Create pre-tenancy on CRM, record payment received, change property status to Under Offer</i>	✓	✓	✓
	<b>Check Certificates before Generating Contracts</b> <i>Provide visual inspection of the gas safety cert, EICR and EPC before drafting the tenancy agreement</i>			✓
	<b>Nil Deposit Contract Generation</b> <i>Raise the nil-deposit contract and send to tenant for signing</i>	✓	✓	✓
	<b>Contract Generation</b> <i>Draft the tenancy agreement and deed of guarantee with any requested addendums</i>	✓	✓	✓
	<b>Log Final Balance (1st Months Rent &amp; Deposit)</b> <i>Create rent and deposit charges on the CRM tenancy, allocate payments received to them</i>	✓	✓	✓
	<b>Create Tenancy on Your CRM</b> <i>Make tenancy live on CRM when the signed AST is received</i>	✓	✓	✓
	<b>Add Charges to Landlords Account</b> <i>Raise let fees and other charges to the Landlord when the signed AST is received</i>		✓	✓
	<b>Notify You to Transfer Deposit</b> <i>Inform client to make money transfer from the client account to deposit account</i>	✓	✓	✓
	<b>Allocate Deposit on Your DPS Account</b> <i>Log into your DPS account and allocate funds received to the deposit record</i>		✓	✓
	<b>Send Deposit Prescribed Information to Tenant</b> <i>Email Prescribed Information and Deposit Protection Certificate to the Tenant</i>		✓	✓
	<b>Send Welcome Email to Tenant</b> <i>Inform the tenant that their tenancy is now live, re-issue bank account details for rental payment and details of how to access the CRM</i>	✓	✓	✓
	<b>Notify Landlord of New Tenancy</b> <i>Inform the Landlord that the Tenancy is now live</i>		✓	✓

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Post-tenancy	<b>Log Rent Received</b> <i>Reconcile rent received in Xero and sync with CRM</i>	✓	✓	✓
	<b>Log Payments to Landlord</b> <i>Reconcile payments to Landlords in Xero and sync with CRM</i>		✓	✓
	<b>Log Payments to Contractors</b> <i>Reconcile payments to Contractors in Xero and sync with CRM</i>	✓	✓	✓
	<b>Log Fee Transfers to Business Account</b> <i>Reconcile fee transfers from the client account to the current account</i>		✓	✓
	<b>Rent Account Adjustments On CRM</b> <i>Amend any charge or transaction in CRM and sync to Xero</i>	✓	✓	✓
	<b>Rent Review Updates On CRM</b> <i>Update CRM with details of a completed Rent Review</i>	✓	✓	✓
	<b>Tenancy Renewal Contract Generation</b> <i>Create Tenancy Renewal contracts, send for approval, send to the tenant, and update CRM with details of the signed Tenancy Renewal, including new end date and any changes to rent and deposit</i>	✓	✓	✓
	<b>Deed Of Assignment/Variation Generation</b> <i>Create Deeds of Assignment/Variation, send for approval, send to the tenant, and update CRM with details of the signed Tenancy Renewal, including change of a tenant, or terms of the tenancy.</i>		✓	✓
	<b>Tenancy Adjustments On CRM</b> <i>Amend any tenancy records on CRM e.g. change of end date, rent payment date, deposit status</i>	✓	✓	✓
	<b>Reconcile All Other Transactions on Client Bank Account</b>			✓
	<b>End A Tenancy On CRM</b> <i>On CRM, log deposit return, void unpaid rent as instructed, set the tenancy to Past</i>	✓	✓	✓
	<b>Install Best Practice Automations To CRM</b> <i>Implement optimised automations on CRM to enhance user and client experience</i>			✓
	<b>Install Best Practice Tasks &amp; Subtasks To CRM</b> <i>Implement optimised Task Types and checklists on CRM to enhance procedural correctness</i>			✓
Client Account Management	<b>Compare Bank Account v Accounting Software Balance</b> <i>Ensure bank account balance matches Xero balance</i>			✓
	<b>Query Unreconciled Transactions</b> <i>Regularly send a list of unreconcilable transactions to client for advice</i>			✓

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Software	<b>Arthur Xero Integration Maintenance</b> <i>Assist with normal CRM &amp; Xero integration tasks</i>	✓	✓	✓
	<b>Preferential Rates on Approved 3rd Party Apps</b> <i>Receive discounts from our preferred suppliers e.g. Property Management CRM, Accounting Software, Employee Expense Cards, Inventory Software, Key Management Software, Voip Software, Website Development, and more</i>	✓	✓	✓
	<b>BTA Agent Portal</b> <i>Access to the BTA Agent Portal where you'll be able to send an Offer to Rent, raise and monitor live cases with us</i>	✓	✓	✓
Support	<b>Templates</b> <i>Access to optimised templates including AST, Deed of Guarantee, Legal Notices, Inventories, CRM Automation Emails, Task Subtasks</i>	✓	✓	✓
	<b>BTA Knowledge Base</b> <i>Access BTA how-to guides to ensure you get the most from our service</i>	✓	✓	✓
	<b>Best Practice Knowledge Base</b> <i>Access BTA's agent best practice guides where you will find great ideas to maximise your performance</i>			✓
	<b>Ticket Support</b> <i>Access BTA's support team via the BTA Agent Portal</i>	✓	✓	✓
	<b>Phone Support</b> <i>Access BTA's support team via MS Teams</i>		✓	✓

#### **Additional**

Price per additional tenant on a tenancy - £2.50

New client onboarding price - £30 per tenancy

Training fees may be applicable. Contact us for more information.

**Pricing is per Tenancy per calendar month which has a status other than Past or Rejected**

**All prices are subject to VAT**

## Contact us today for a quote

**0161 850 1156**

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Behind The Agent is the trading name of Behind The Agent Limited. Registered in England & Wales (company no. 07860149). Registered office: Barclay House, 380 Chester Road, Manchester, M16 9EA. The release date of this price list is 1<sup>st</sup> November 2023. Details are correct at the time of production and are subject to change. Terms & conditions apply.