



# Fees to Landlords

## Full Management

We offer a Management Service which would incur a Set-Up Fee of £564.00 including VAT and a monthly charge from 12% of rents collected including VAT. Please enquire for a firm quotation.

### Re-let fee

Subsequent lettings will be subject to a re-letting Set-Up Fee of £324.00 including VAT.

### Includes:

- Advertising and Marketing (first two adverts in local newspaper)
- To Let Board (if required)
- Accompanied viewings
- Interviewing prospective Tenants
- Credit Check \*
- Reference Check
- Tenancy Agreements
- Arrangement of Inventory (see below for pricing information)
- Full tenant eviction service (where applicable)
- On-going monitoring of tenant credit history (where applicable)

### Deposit registration

- Register Landlord and tenant details and protect the security deposit under TDS
- Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy

### Rent Collection & Advice

- Providing monthly statements
- Deduct commission and other works
- Pursue non-payment of rent and provide advice on rent arrears actions

### Property Inspections

- Undertake two inspection visits per annum and notify Landlord of the outcome

### Maintenance

- Arranging repairs and maintenance (subject to approval)
- Providing two quotes if required

### Rent review

- Review rent in accordance with current prevailing market condition and advise the landlord
- Negotiate rent increase with tenant
- Serve Section 13 Notice if tenancy is on a rolling monthly basis
- Direct tenant to make payment change as appropriate

### Keys

- Hold keys throughout the tenancy term

### Notice

- Serving Statutory Notices (as required)

### Final inspection/checkout

- Agree with tenant check out date and time appointment (if required)
- Instruct inventory provider to attend
- Negotiate with landlord and tenant any disbursement of the security deposit
- Return deposit as agreed with landlord and tenant to relevant parties
- Remit any disputed amount to Scheme for final adjudication

- Unprotect security deposit
- Instruct contractors; obtain quotes; organise repairs /replacement/cost of any broken or missing items

## Let Only Service

We offer a Let Only Service at a charge of half the first months' rent plus VAT with a minimum charge of £420.00 including VAT.

### Includes:

- Advertising and Marketing (first two adverts in local newspaper)
- To Let Board (if required)
- Accompanied viewings
- Interviewing prospective Tenants

## Additional Fees

Non-optional fees and charges (irrespective of level of service):

### Tenant Reference Checks and Tenancy Agreement/Renewal set up: £144.00 (inc VAT)

- Full tenant references including right to rent, employment, affordability and previous landlords\* (if applicable)
- Creation of an RICS/ARLA approved tenancy agreement

### Deposit registration fee: £60.00 (inc VAT)

- Register landlord and tenant details and protect the security deposit with a Government-authorised Scheme
- Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy

### Inventory, EPC, gas safety certificate, legionella risk assessment, smoke detectors/CO detectors

- Fee available on request as this is carried out by External Providers and the cost is dependent on the individual property.

### Additional property visits: £72.00 (Inc vat)

- To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance linked visit

### Submission of non-resident landlords receipts to hmrc £60.00 (Inc vat) quarterly

- To remit and balance the financial return to HMRC quarterly and respond to any specific query relating to the return from the Landlord or HMRC

### Arrangement fee for works or refurbishments over £1000: 12% (inc vat)

- Arranging access and assessing costs with contractor;
- Ensuring work has been carried out in accordance with the specification of works
- Retaining any warranty or guarantee as a result of any works

### Court attendance - £90.00 (inc VAT) per hour

- An hourly rate will be chargeable to the Landlord

\* This service includes two credit checks/references per tenancy. Should additional checks be required this will be £25 per applicant.