

FEES TO : LANDLORDS

Setup Fee (Landlords share): Due on acceptance of the Landlords contract for the setup and marketing of the property **£210.00 (inc VAT)**

- Agree the market rent with the landlord.
- Advise on refurbishment
- Provide guidance on compliance with statutory provisions and letting consents
- Erect board outside property in accordance with Town and Country Planning Act 1990
- Market the property and advertise on relevant portals
- Advise on non-resident tax status and HMRC (if relevant)

TENANT FIND 3.6% of annual rent (Inc VAT) deducted from the first months rent	RENT COLLECTION 6.0% of annual rent (Inc VAT) deducted from rental income monthly	MANAGED 9.6% of annual rent (Inc VAT) deducted from rental income monthly
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INCLUDES:	INCLUDES:	INCLUDES:
<ul style="list-style-type: none"> • Carry out accompanied viewings (as appropriate) • Review potential tenants and present offers to Landlord. 	<ul style="list-style-type: none"> • Carry out accompanied viewings (as appropriate) • Review potential tenants and present offers to Landlord. 	<ul style="list-style-type: none"> • Carry out accompanied viewings (as appropriate) • Review potential tenants and present offers to Landlord.

Note : On acceptance of a suitable tenant by the Landlord, and that same tenant passing reference and credit checks, the fee of 3.6% of advertised rent will become due

<ul style="list-style-type: none"> • Provide an Assured Shorthold Tenancy Agreement in accordance with the Landlord's requirements • Collect and register tenant's deposit • Collect and remit initial months' rent received • Deduct commission and other works • Make any HMRC deduction and provide tenant with the NRL8 (if relevant) • Advise tenant of method of payment 	<ul style="list-style-type: none"> • Provide an Assured Shorthold Tenancy Agreement in accordance with the Landlord's requirements • Collect and register tenant's deposit • Collect and remit the monthly rent received • Deduct commission and other works • Make any HMRC deduction • Pursue non-payment of rent and provide advice on rent arrears actions • Arrange payments from rental for statutory requirements 	<ul style="list-style-type: none"> • Provide an Assured Shorthold Tenancy Agreement in accordance with the Landlord's requirements • Collect and register tenant's deposit • Collect and remit the monthly rent received • Deduct commission and other works • Make any HMRC deduction • Pursue non-payment of rent and provide advice on rent arrears actions • Arrange payments from rental for statutory requirements • Advise all relevant utility providers of changes • Undertake four periodic visits per annum and notify landlord of the outcome • Point of contact for tenants regarding maintenance issues • Arrange routine repairs and instruct approved contractors • Hold keys throughout the tenancy term
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The minimum amount due on any of the three services will be the 3.6% of annual rent (inc VAT). With the Tenant find service this will be payable at the start of the contract. With Rent Collection and Managed services this will be deducted throughout the next 12 months as an inclusive part of the percentage charged. In the event that a contract is terminated within the 12 months the balance due will be calculated pro-rata.

Inventory & Checkin Fee (landlords share) **NO FEE** (tenant pays check-in)

Deposit Registration Fee: **NO FEE**

Gas Safety Certificate **£93.75 (inc VAT)**

EPC (Energy Perfomance Certificate) **£93.75 (inc VAT)**

Deposit Registration Fee: **NO FEE**

- 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

Additional property visits: **£36.00 (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 **quarterly £24.00 (inc VAT)**

- 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 refurbishment over **£240.00** **15% of net cost**

- 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

Rent Review Fee - Managed service only **NO FEE**

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

Renewal Fee (landlords share) - Managed service only **NO FEE** *Tenant Find & Rent Collect* **£75.00 (inc VAT)**

- Contract negotiation, amending and updating terms and arranging a further tenancy and agreement

Checkout Fee (landlords share) **Dependent on the number of bedrooms and/or size of the property and outbuildings**

- Agree with tenant check out date and time appointment
- 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

Court Attendance **£30.00 (inc VAT) per hour**