



# FEES TO: LANDLORDS

**Tenant find: 90% of one months rent inc VAT (eg if the rent is £350 the fee is £637.50 plus Vat (£765.00) INCLUDES:**

- Collect and remit initial months' rent received
- Agree collection of any shortfall and payment method
  - Provide tenant with method of payment
  - Deduct any pre-tenancy invoices
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant)

**Rent collection: 90% of one months rent (Inc VAT) plus £30.00 (inc VAT) per month INCLUDES:**

- Collect and remit the monthly rent received
- Deduct commission and other works
- Pursue non-payment of rent and provide advice on rent arrears actions
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant)

**Fully managed: 90% of one months rent (Inc VAT) plus 13.8% (inc VAT) per month INCLUDES:**

- Collect and remit the monthly rent received
- Pursue non-payment of rent and provide advice on rent arrears actions
  - Deduct commission and other works
  - Advise utility providers of changes
- Undertake at least two inspection visits per annum and notify landlord of the outcome
- Arrange routine repairs and instruct approved contractors (providing two quotes where requested)
  - Hold keys throughout the tenancy term
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant)

**Deposit Registration Fee: £30.00 (payable only when using our Deposit Registration as an independent service)**

- 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: £ 30.00**

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

**Setup Fee (Landlords Share): £180.00 (inc VAT)**

- Agree the market rent and find a tenant in accordance with the landlord guidelines;
- Advise on refurbishment
- Provide guidance on compliance with statutory provisions and letting consents
- Carry out accompanied viewings (as appropriate )
- Market the property and advertise on relevant portals
- Erect board outside property in accordance with Town and Country Planning Act 1990
- Advise on non-resident tax status and HMRC (if relevant)

**Inventory Fee (landlords share) Dependent on the size of the property and outbuildings please request a pricelist from our staff.**

**Arrangement fee for refurbishments over £5000 7.5% 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

**Obtaining more than two contractors quotes £30.00 (inc VAT) per quote**

**Rent Review Fee £60.00 (inc VAT)**

- 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) £84.00 (inc VAT)**

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

**Checkout Fee (landlords share) £240.00 (inc VAT) only payable when using our Check Out Service as an independent service.**

- 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 or Deposit Dispute Preparation £30.00 (inc VAT) per hour**

IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK A MEMBER OF STAFF