

LANDLORD SERVICES AND FEES CHARGED

(from June 2019)



SERVICE FEATURES	LET ONLY	RENT COLLECTION	FULL MANAGEMENT
	12% including VAT (10% plus VAT) Payable in full on commencement	14% including VAT (11.67% plus VAT) Payable monthly	16.5% including VAT (13.75% plus VAT) Payable monthly
	INCLUDED	INCLUDED	INCLUDED
Visiting the property and advising as to the achievable rental income under current market conditions and the statutory obligations with which the landlord must comply	✓	✓	✓
Arranging for an energy performance certificate (EPC), as required	✓	✓	✓
Production and distribution of marketing material, to include internal/external digital images and floor plans	✓	✓	✓
Advertising the property on our website and Rightmove, as well as in property and lifestyle magazines	✓	✓	✓
Provision of a comprehensive marketing campaign, including the erection of a To Let board where restrictions do not apply	✓	✓	✓
Interviewing tenants and advising them of the availability of your property	✓	✓	✓
Arranging accompanied viewings, or by appointment with the landlord or current occupant	✓	✓	✓
Negotiating on the landlord's behalf the terms of a proposed tenancy and any special conditions	✓	✓	✓
Taking a holding deposit from prospective tenants to be held in compliance with the Tenant Fees Act 2019	✓	✓	✓
Carrying out the necessary right to rent checks on prospective tenants in accordance with legislation	✓	✓	✓
Preparation of the relevant tenancy agreement and associated documentation and arranging for tenants to sign	✓	✓	✓
Provide prospective tenants with a copy of "How to Rent" handbook, Gas Safety Certificate and Energy Performance Certificate	✓	✓	✓
Collection of an appropriate tenancy deposit from prospective tenants and lodging in our client account, protected by a government-approved Client Money Protection (CMP) scheme.	✓	✓	✓
Registration of the tenants' tenancy deposit in the Tenancy Deposit Scheme (TDS) in accordance with our membership and current legislation (charges apply)	✓	✓	✓
Collection of the first month's rent in advance from tenants	✓	✓	✓
Provision of a copy of the signed tenancy agreement and any associated documentation, following completion	✓	✓	✓
Advising and negotiating on behalf of the landlord possible rent increase on renewal of a tenancy	✓	✓	✓
Arranging for the renewal of a tenancy agreement when required	✓	✓	✓
Arranging for the preparation of a comprehensive inventory and schedule of condition of the property and its contents	✓	✓	✓
Arranging for mandatory, annual gas safety checks to be carried out and for electrical services and appliances	✓	✓	✓
Notifying local authority of the changeover of occupants	✓	✓	✓
Provision of key holding service	✓	✓	✓
Completion of a comprehensive credit and employment / income check on prospective tenants through a third-party professional tenant referencing company, for the landlord's approval		✓	✓
Receiving monthly rent from the tenant on the due date and paying over to the landlord by bank transfer (less our monthly fees), normally within five working days of receipt of cleared funds		✓	✓
Provision of a detailed monthly statement of account and payment advice		✓	✓
Provision of an end of tax year statement, as required		✓	✓
Chasing any late rental payments		✓	✓
Arranging for the relevant notice to be served on tenants to end a fixed-term, or periodic tenancy			✓
Management visits to the property approximately every four months and provision of a written or verbal report			✓
Handling of minor maintenance/repair issues, including obtaining estimates or quotes where necessary, scheduling for contractors to attend the premises to carry out works and settling accounts from rents received/funds held on account			✓
Carrying out a final inspection (check-out) of the premises upon termination of the tenancy and taking relevant meter readings and reporting to the landlord			✓
Negotiating on behalf of the landlord matters relating to the release of tenant's tenancy deposit following the final inspection			✓
Liaising with landlord's legal representatives where necessary to gain possession			✓
Retaining landlord funds on account for minor repairs			✓
24hour interactive repair reporting and advice service for tenants			✓
Arranging for additional keys to be cut and tested, as required			✓
Provision of rent guarantee and legal expenses cover, subject to policy terms and conditions			✓

LANDLORD CHARGEABLE ITEMS (AS REQUIRED)

Prices inclusive of VAT

Additional/Vacant premises inspection visits:
£60 per inspection visit

Professional cleaning of premises:
from £20 per hour

Review of Tenancy Agreement (if drafted by Landlord's legal adviser):
£120

Inventory and Schedule of Condition by professional inventory clerk:
From £100

Duplicating and testing of extra keys:
£24 plus cost of keys

Landlord Gas Safety Certificate:
£135

Landlord Electrical Safety Certificate:
From £180

Portable Appliance Test (PAT) Certificate:
£115

Energy Performance Certificate (EPC):
£75

Preparation of documentation for Court proceedings or Tenancy Deposit Scheme (TDS) adjudication:
£120 per hour, per dispute

Attendance at Court or a tribunal on behalf of the landlord in connection with a tenancy dispute:
£390 per day, plus reasonable costs and expenses

Referencing of tenants and guarantors (applies Let Only):
£30 per tenant/guarantor

Registration of Tenancy Deposit in government-approved scheme:
£60 per annum/tenancy

Tenancy renewal fee (applies Let Only):
7.5% of contract rent

Serving of Section 21 Notice (applies Let Only):
£72

Obtaining more than two contractors quotes:
£24 per additional quote

Check-Out with Inventory and Schedule of Condition:
From £90 (applies Let Only and Rent Collection)

Installation of smoke alarms and/or carbon monoxide detectors:
£90 one device, each additional device £45

Retention of rent pending approval of HMRC NRL1 application for non-resident Landlords (applies Rent Collection and Management):
£24 per month

Copy of documents: £0.50 per page



Worthy of note:

Our comprehensive **full-management service** allows landlords to distance themselves from the day-to-day management of their property. We believe that our vast experience in property management helps ensure that money is not wasted on unnecessary repairs or outgoings and that the return on your investment is protected as best as possible. With both our **letting and rent collection service** and **full-management service** we take our fees monthly from the rent, spread over the term of the tenancy agreement, as agreed in our terms of business. By collecting our fees in this manner, landlords benefit from an improved cash-flow.