

FEES TO LANDLORDS:

TENANT FIND

£354 inc vat (£295 + vat)

INCLUDES:

- Collect and remit initial months' rent received.
- Agree collection of any shortfall and payment method
- Provide tenant with method of payment
- Advice on the rent you can expect to receive
- Advertising and marketing of your property, including a 'To Let' board where appropriate.
- Advice on presentation and furnishing of your property.
- Advice on your responsibilities as a landlord.
- Accompanied viewing with prospective tenants.
- Considering and dealing with applications and taking up references on prospective tenants and guarantors (please note that although we endeavour to ensure that the tenant is suitable, we cannot guarantee this).
- Preparing and arranging the completion of the tenancy agreement and any other documents which may be necessary.
- Arranging for the drawing up of the inventory / schedule of condition excluding lofts and other inaccessible areas.
- Collecting a deposit and initial rent payment from your tenant, which will be paid to you within 5 working days of receipt. Registering the deposit with the Deposit Protection Scheme
- Notifying the Council Tax, Gas, Electric and Water Authorities of the change of occupier and reading the gas and electric meters at the commencement of a tenancy.
- Deduct any pre-tenancy invoices
- Make any HMRC deduction and provide tenant with the NRL8 (If relevant)

FULLY MANAGED

£ 210 inc vat set up charge (£175 + vat)

9.6% per calendar month inc vat (8% + vat)

INCLUDES:

- Pursue non-payment of rent and provide advice on rent arrears actions
- Deduct commission and other works
- Advise all relevant utility providers of changes
- Undertake two inspection visits per annum and notify landlord of the outcome
- Arrange routine repairs and instruct approved contractors
- Hold keys throughout the tenancy term
- Advice on the rent you can expect to receive

- Advertising and marketing of your property, including a 'To Let' board where appropriate.
- Advise on presentation and furnishing of your property.
- Advise on your responsibilities as a landlord.
- Accompanied viewing with prospective tenants.
- Considering and dealing with applications and taking up references on prospective tenants and guarantors (please note that although we endeavour to ensure that the tenant is suitable, we cannot guarantee this).
- Preparing and arranging the completion of the tenancy agreement and any other documents which may be necessary.
- Arranging for the drawing up of the inventory / schedule of condition excluding lofts and other inaccessible areas.
- Collecting a deposit from your tenant which will be held in the tenancy deposit scheme
- Notifying the Council Tax and Water Authorities if the change of occupier and reading the gas and electric meters at the commencement of a tenancy.
- Collection of monthly rents with payments to you within 3 working days of receipt.
- Preparing and sending rent statements outlining income and expenditure.
- Issuing rent demands for late payments and notifying you as appropriate of rent arrears.
- Visiting the property at regular intervals. The purpose of the visit is to check that the tenants are fulfilling their obligations under the terms of the tenancy; it does not represent a survey or inventory check. We do not visit empty properties unless requested to do so in writing, however, in the normal course of letting periodic visits may be made by our letting staff. Extra visits can be carried out on request in accordance with our scale of charges.
- Responsibility for the day to day management of your property which may involve arranging for general repairs or maintenance to be carried out, subject to the agreed limit. In an emergency we reserve the right to carry out required repairs, even if the costs exceed the agreed limits without further reference to you. The cost of repairs is normally deducted from the rental income
- At the end of the tenancy check the inventory and/or schedule of condition to assess whether the property is, in our opinion, in acceptable condition, subject to fair wear and tear. If appropriate we will negotiate any necessary deductions from the deposit to cover the tenants share of the costs of repair or replacement.
- Organise return of the deposit to the Tenant at the end of the tenancy provided that the tenant has in our opinion complied with the terms of the tenancy and the condition of the property is satisfactory. If you or your representative(s) wish to inspect the property before we agree the condition with and/or return the deposit to the tenant, you must do so the day after the tenant vacates the property and inform us before the tenancy termination date of your intention to do so. Strict legal deadlines for resolving Tenants' deposits apply.

FULLY MANAGED (platinum)

£ 270 inc vat set up charge (£225 + vat)

12% per calendar month inc vat (10% + vat)

INCLUDES:

All the benefits of our Full Management Service. With the added peace of mind of:-

- Nil Excess Rent guarantee
- Legal expenses

- If you take advantage of our Platinum Management Service should the tenant default on their rent, we will continue to pay you any rent due until the tenant vacates the property and take the necessary legal action to evict the tenants

FEES TO LANLORDS:

ADDITIONAL NON-OPTIONAL FEES AND CHARGERS (IRRESPECTIVE OF LEVEL OF SERVICE)

Deposit Registration Fee: £0 (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.

Additional property visits: £0 (Inc VAT) per visit

- 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 £0 (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 over £500 : 10% 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

Arrangement Fee for refurbishments over £__0__: % 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 £__0__ (Inc VAT) per quote

Rent Review Fee £__0__ (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) £__0__ (Inc VAT)

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

Checkout Fee (landlords share) £__0__ (Inc VAT)

- 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
- Remint 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 £__96__ (Inc VAT) per hour

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