

FEES AND SERVICES - A LANDLORDS GUIDE.

This guide has been produced to inform prospective Landlords of the procedures and requirements that relate to a typical tenancy, and of the fees, charges and commissions that may apply.

Please read this carefully.

1. Let Only Service £600.00 Including VAT, Excluding inventory.

This includes the following:-

- Agree the market rent and find a tenant(s) that meet the Landlords criteria.
- Provide guidance on any works required and compliance issues
- Carry out accompanied viewings (as required)
- Market the property.
- Produce an Assured Shorthold Tenancy agreement for the agreed and arrange for this to be signed and witnessed.
- Collection and remittance of initial month's rent received.
- Providing the tenant(s) with a method of payment.
- Deduction of any pre-tenancy invoices, fees and commissions (i.e. charges for EPC, Gas Safety check, Let fee etc.).
- Making any HMRC deductions and providing the tenant(s) with the NRL8 (if relevant).

2. Fully Managed Service - 10.8% (Includes VAT)

Should you opt for our fully managed services, our let fee shown in section 1 above, shall be reduced to £540.00 including VAT. The % rate shown is payable per month and is a percentage of the monthly rent received.

This service includes all of the areas detailed in section 1 above (Let Only Service) and the following-

- Collection and remittance of the monthly rent received.
- Pursue non-payment of rent and provide advice on actions to be taken for rent arrears.
- Deduction of any commissions, fees and invoices for works carried out etc.
- Undertake quarterly inspection visits of the property for the first year, half yearly thereafter, inform the Landlord of the outcome.
- Arrange routine repairs (with the Landlords consent and authorisation).
- Hold keys for the duration of the tenancy (If provided)
- Produce an Inventory and Schedule of Condition report of the property (including photographs, meter readings etc.).
- Check out the property at the end of the tenancy, discuss any potential deductions, obtain quotes for any works required or for any items needing repair /replacement, negotiate with Landlord and tenant(s), return deposit as agreed with both parties, refer any disputes to the relevant deposit protection scheme for adjudication.
- Service of Section 21 notice (Notice requiring Possession).

3. Additional Fees and Charges, if required:

- Produce an Inventory and Schedule of Condition report of the property photographs, meter readings etc. - £180.00 Including VAT. FREE if we manage the property.
- Renewal Fee contract negotiation, amending and updating terms, drawing up a new tenancy agreement, arranging for it to be signed and witnessed etc - £125.00 Including VAT.

4. When do you pay?

All fees and commissions due to Horizon Estate Agents Ltd are deducted from the rental payments received. Any shortfall in monies due to Horizon Estate Agents Ltd must be paid in full prior to the commencement of the tenancy or, in the case of remedial works the Landlord must put Horizon Estate Agents Ltd in funds prior to any contractors being instructed.

5. VAT

All fees are inclusive of VAT.

6. Client Money Protection (CMP)

Please note that we do not subscribe to, or belong to, a client money protection scheme.

7. Independent Redress

Please note that we are a member of The Property Ombudsman for Lettings Agents.

**SHOULD YOU HAVE ANY QUESTIONS ON OUR FEES AND / OR OUR SERVICES
PLEASE ASK A MEMBER OF STAFF.**

FEES CORRECT AS OF 6th DECEMBER 2018.