

FEES TO LANDLORDS

SERVICES INCLUDED — ALSO SEE SCHEDULES 3, 4 & 5	LET/RENT COLLECTION 12% (INC. VAT) MINIMUM LETTING FEE £600	FULLY MANAGED 18% (INC. VAT) MINIMUM LETTING FEE £600
Agree the market rent and find a tenant in accordance with the landlord guidelines	✓	✓
Advise on refurbishment	✓	✓
Provide guidance on compliance with statutory provisions & letting consents	✓	✓
Carry out conducted viewings (as appropriate)	✓	✓
Market the property and advertise on relevant portals	✓	✓
Erect board at property in accordance with Town & Country Planning Act 1990	✓	✓
Advise on non-resident tax status and HMRC (if relevant)	✓	✓
Collect and remit the monthly rent received (less works if managed)	✓	✓
Pursue non-payment of rent and provide advice on rent arrears actions	✓	✓
Deduct commission from rental income	✓	✓
Arrange gas and electrical safety checks		✓
Arrange installation of smoke and carbon monoxide alarms		✓
Arrange professional cleaning		✓
Arrange inventory and check in services		✓
Advise all relevant council and utility providers of changes		✓
Undertake and report property visits in accordance with agreed terms		✓
Arrange routine repairs and instruct approved contractors		✓
Hold keys throughout the tenancy term		✓
Serve notice for possession		✓
Deal with rent reviews and tenancy renewals		✓
Arrange the Check Out, negotiate disbursement of the security deposit		✓
Arrange gas and electrical safety checks		✓
Arrange installation of smoke and carbon monoxide alarms		✓
Arrange professional cleaning		✓
Arrange inventory and check in services		✓
Advise all relevant council and utility providers of changes		✓

PRE-TENANCY ADMIN FEES £216 (INC VAT)

Collecting holding monies at the point of offer	✓	✓
Arranging independent referencing of applicant(s) and guarantor(s) if relevant	✓	✓
Verify presence of a valid gas safe certificate prior to check in	✓	✓
Drawing up the tenancy agreement	✓	✓

FEES TO LANDLORDS | ADDITIONAL FEES — OPTIONAL & NON-OPTIONAL

WITHDRAWAL BY LANDLORD <ul style="list-style-type: none"> • Withdrawal from letting after tenancy granted and documentation completed 	One week's rent + vat
INVENTORY FEE <ul style="list-style-type: none"> • Dependant on the number of bedrooms and/or size of the property/outbuilding 	For example £150 for Studio flat
CHECK-IN FEE (TENANT PAYS CHECK-OUT FEE) <ul style="list-style-type: none"> • Accompanied check-in and preparation of the Schedule of Condition, taking meter readings, use of appliances 	For example £108 for Studio flat
DEPOSIT REGISTRATION FEE <ul style="list-style-type: none"> • Register landlord & tenant details and protect the security deposit with a Government-authorized Scheme • Provide tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy 	£48.00
RE-REGISTRATION OF DEPOSIT WITH TDS <ul style="list-style-type: none"> • Re-register the security deposit at tenancy renewal 	£48.00
TRANSACTION CHARGE <ul style="list-style-type: none"> • Bank transaction charges 	£2.40 pcm charged quarterly
OUT-OF-HOURS SERVICE <ul style="list-style-type: none"> • To deal with/action out-of-hours emergency calls 	£2.40 pcm charged half yearly
SUBMISSION OF NON-RESIDENT LANDLORD'S RECEIPTS TO HMRC <ul style="list-style-type: none"> • To remit and balance the financial return to HMRC quarterly • To respond to any specific query relating to the return from the landlord or HMRC 	£150 per property
ANNUAL SUMMARIES <ul style="list-style-type: none"> • To collate income and expenditure information for landlord to submit to HMRC 	£60 per property
ARRANGEMENT FEE FOR WORKS BETWEEN £500 - £1000 <ul style="list-style-type: none"> • 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 	£72
ARRANGEMENT FEE FOR MAJOR WORKS OR REFURBISHMENTS OVER £1000 <ul style="list-style-type: none"> • 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 	12% of net cost
OBTAINING MORE THAN TWO CONTRACTORS' QUOTES	£24
RENT REVIEW FEE <ul style="list-style-type: none"> • 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 tenancy documentation • Serve Section 13 Notice if tenancy is on a rolling monthly basis 	£24
FORWARDING MAIL <ul style="list-style-type: none"> • We do not provide a mail collection service but will forward stray mail sent to us by the tenant 	NET COST OF POSTAGE
RENEWAL FEE <ul style="list-style-type: none"> • Contract negotiation, amending and updating terms and arranging a further tenancy and agreement 	£42
ADDITIONAL TENANCY AGREEMENT AMENDMENTS (ADMIN FEE)	£60 for EACH amendment
ARRANGING CLEANING (ADMIN FEE)	£60
ARRANGING GAS SAFETY CERTIFICATE (ADMIN FEE)	£60
ARRANGING CLERK FOR INVENTORY/ CHECK IN / CHECK OUT (ADMIN FEE)	£60
SERVING NOTICE (ADMIN FEE)	£120
ADDITIONAL PROPERTY MAINTENANCE VISIT	£72
HOUSE SITTING <ul style="list-style-type: none"> • To provide access to contractors; waiting time whilst works are carried out and such like 	£60 (1st hour) £30 per subsequent hour or part of + travel @ cost
HARD COPIES OF STATEMENTS	£14.40 + postage
PREPARE & ADMINISTER CLAIMS AGAINST DEPOSIT <ul style="list-style-type: none"> • This is a fee which is chargeable to landlords should they require our assistance with the deposit return for let/rent cases 	£144
PREPARE & ADMINISTER DOCUMENTS FOR DISPUTED CLAIMS <ul style="list-style-type: none"> • Remit any disputed issues to Scheme for final adjudication-Same applies as above, this is if a let/rent landlord would like assistance with filing a dispute with the deposit scheme 	£180