

JT | JOHN THOROGOOD

SERVICES AND FEES TO LANDLORDS

JOHN THOROGOOD / GREEN DOOR

SERVICES AND FEES TO LANDLORDS

VAT is included on these fees.

(Optional parts of the service have the costs detailed underneath each section)



SERVICES	LET ONLY	RENT COLLECTION	FULL MANAGEMENT
MONTHLY FEE	12% (10% + VAT)	12% (10% + VAT)	18% (15% + VAT)
Pre-Tenancy Administration fee	£216.00	£216.00	£216.00
Carry out Tenant references & right to rent checks	£20.00 per applicant ✓	£20.00 per applicant ✓	£20.00 per applicant ✓
Draw up the Tenancy Agreement & send out for signing	✓	✓	✓
Withdrawal from proceeding with a tenancy after the terms have been agreed	✓ £150.00	✓ £150.00	✓ £150.00
Take initial rental and deposit	✓	✓	✓
Register deposit in Government approved scheme	✓	✓	✓
Ensure the property is compliant this will include checking/arranging for a gas safety certificate, electrical certificate, checking smoke & CO alarms, & legionnaires testing	✓ £90.00	✓ £90.00	✓
Arrange an inventory & check in	✓ £60.00	✓ £60.00	✓
Arrange for a professional clean to be carried out	✓ £60.00	✓ £60.00	✓
Collect rental payments and provide statements		✓	✓
Chase rental arrears		✓	✓
Provide a quote for buildings and contents insurance			✓
Provide a quote for rent and legal protection insurance			✓

Arrange for annual safety checks to be carried out (to include gas safety certificates, electrical certificates)	✓ £60.00	✓ £60.00	✓
Ensure all routine maintenance is carried out (boiler services, breakdown cover, alarm maintenance etc)			✓
Carry out property visits (two per year included in full management)	✓ £60.00	✓ £60.00	✓
Arrange any repairs and Maintenance			✓
Arrange payment of contractors' invoices			✓
Organise and inspect refurbishment works			✓ 12%
Progress and oversee insurance claims, inspect works upon completion			✓ 12%
Arrange transfer of utilities and for final bills to be paid			✓
Negotiate renewals of the tenancy	✓ £90.00	✓ £90.00	✓ £60.00
Rent review and serve section 13 notice (periodic tenancy only)	✓ £36.00	✓ £36.00	✓ £24.00
Arrange for notices of possession to be served	✓ £120.00	✓ £120.00	✓
Negotiate dilapidations and arrange deposit return			✓
Administration for disputed deposit claims to be submitted	✓ £240.00	✓ £240.00	✓ £36.00
Provide out of hours emergency cover			✓
Produce summary statement for tax returns			✓ £36.00
Submission of non-resident landlord receipts to HMRC per quarter			✓ £150.00
Court attendance per day or part day			✓ £240.00
Handling of an HMO or selective licensing application			✓ £150.00

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