

FEES TO: LANDLORDS

LEVEL OF SERVICE OFFERED:		
TENANT FIND (LET ONLY): 12 Months Rent x 10% (+ VAT)	RENT COLLECTION: 12.5% (+ VAT)	FULLY MANAGED: 15% (+ VAT)
INCLUDES: - Collect and remit initial months' rent received - Agree collection and payment method - Provide tenant with method of payment - Deduct any pre-tenancy invoices - Make any HMRC deduction and provide tenant with the NRL8 (if relevant) - Minimum fee irrespective of length of tenancy £1020 (inc VAT)	INCLUDES: - Collect and remit the monthly rent received - Deduct commission and other works - Arrangement payments from rental for statutory requirements - Pursue non-payment of rent and provide advice on rent arrears actions	INCLUDES: - Collect and remit the monthly rent received. Deduct commission and other works - Pursue non-payment of rent and provide advice on rent arrears actions - Dealing with rent & Legal Insurance Claims and possession orders - Advise all relevant utility providers of changes 24/7 Emergency Line and dedicated Property Manager - Ensuring property Fully compliant and arrangement of all Safety Certificates - Comprehensive Inventory/Check Out Report and Negotiation of deposit return and disputes - Undertake two inspection visits per annum and provide written/photo reports - Arrange routine repairs and instruct approved contractors (providing two quotes when necessary) - Hold keys throughout the tenancy term
ADDITIONAL FEES AND CHARGES (IRRESPECTIVE OF LEVEL OF SERVICE):		
Setup Fee: £360 (inc VAT) (Non-Optional Fee) - Agree the market rent and find a tenant in accordance with the landlord guidelines; - Advice on refurbishment - Provide guidance on compliance with statutory provisions and letting consents - Market the property and advertise on relevant portals - Carry out accompanied viewings (as appropriate) - Referencing of the tenants including checking of the tenant right to rent status. - Erect board outside property in accordance with Town and Country Planning Act 1990 - Advise on non-resident tax status and HMRC (If relevant)	Deposit Registration Fee: £9 per month (inc VAT) (Non-Optional Fee) - 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	
	Annual Tenancy Review Fee: £300 (inc VAT) - Ensuring property meets all compliance regulations and has all relevant certificates in place - Gaining evidence and providing supporting evidence of current market rental value - Negotiating Rental Increases - Re referencing tenants to remain compliant with landlords Insurance policies - Preparation of Section 13 Notice for agreement - Documenting evidence and correspondence in response to Increase challenges - Preparation of documents to submit to First Tier Tribunal if challenged - Additional cost if Court Attendance Required: £60 (inc VAT) Per Hour	
Additional Property Visits: £85 (incVAT) - To attend for specific requests such as neighbour disputes - More visits required to monitor the tenancy - Maintenance linked visits requested		
Checkout Fee: From £130 (inc VAT) For an independent inventory company to prepare a checkout report from the original inventory and schedule of condition, to include photographs, recording the condition of the property at the end of the tenancy compared to the start.	Inventory and Check-in Fee: From £185 (inc VAT) For an independent inventory company to prepare a comprehensive report along with photos to record the condition of the property and its fixtures, fittings and furnishings at the start of the tenancy. Price is dependent on the number of bedrooms and/or size of the property and outbuildings	
Submission of non-resident landlords receipts to HMRC £60 (inc VAT) Annually (Non-Optional Fee) 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	For landlords that do not have an approval certificate. (Non-Optional Fee) - To prepare an NRL6 form £54 (inc vat). - To prepare quarterly returns for HMRC £300 per annum (inc vat)	
Quarterly Period Statement required for MTD £240 (inc VAT) Set Up Fee - Preparation of all Landlord income and expenditure - Additional cost for each quarterly statement (after set up) £12 (inc VAT)	Serving Section 8 Notice Fee: £240 (inc VAT) - Preparation of Section 8 Notice - Preparation of documents required to serve notice - Submission of evidence required to serve notice - Additional cost if Court Attendance Required £60 (inc VAT) Per Hour	