

# Our landlord fees

## Tenant Find

**Cost: A minimum fee of £1200 inc vat or one months rent.**

Includes:

- Agree the market rent and find a tenant in accordance with the landlord guidelines
- Provide guidance on compliance with statutory provisions and letting consents
- Advise on refurbishment
- Erect board outside property in accordance with Town and Country planning regulations 2012
- Carry out accompanied viewings
- Market the property on major portals
- Collect and remit initial months' rent received
- Negotiate offers and obtain references
- Prepare and submit tenancy agreement
- Arrange method of payment with tenant
- Deduct commission and any pre-tenancy invoices

Tenancy renewal fee £160 - Contract negotiation, amending and updating terms and arranging a further tenancy and agreement

Issue of section 21 notice - £120

Repeat right to rent check - £35

Deposit registration with tenancy deposit scheme £40

**Withdrawal fee of prospective tenancy - £400**

**Instruction of another agent during sole agency - £400**

### INVENTORY (UNFURNISHED)

Studio /1 Bed £140

2 Bed £160.00

3 Bed £190.00

4 Bed £220.00

Please add £100 per inventory for furnished properties.

### Fully Managed

**£480 initial set up plus 12% PCM ongoing inc vat**

- Agree the market rent and find a tenant in accordance with the landlord guidelines
- Provide guidance on compliance with statutory provisions and letting consents
- Advise on refurbishment
- Erect board outside property in accordance with Town and Country planning regulations 2012
- Carry out accompanied viewings
- Market the property on major portals
- Advise on non-resident tax status and HMRC (if relevant)
- Collect and remit initial months' rent received
- Negotiate offers and obtain references
- Prepare and submit tenancy agreement
- Arrange method of payment with tenant
- Deduct commission and any pre-tenancy invoices
- Collect and remit the monthly rent received

- Deduct commission and other works
- Pursue non-payment of rent and provide advice on rent arrears
- 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
- Provide the landlord with an online system where they have access to viewings, feedback and offers 24/7 as well as having access to all their important documents and statements.
- Provide the tenants with an online platform where they can report any maintenance issues 24/7.

## ADDITIONAL NON-OPTIONAL FEES AND CHARGES

### Fully Managed

#### Deposit registration fee - £40

Register landlord and tenant details and protect the security deposit with a Government-authorized scheme

Provide the tenant(s) with the deposit certificate and prescribed information within 30 days of start of tenancy

#### Arrangement Fee for works - 12% net cost inc vat

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

#### Referencing Fee - £35 (up to 2 applicants)



### **Rent review fee - £150.00**

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 - £90**

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

### **Additional property visits - £80**

### **Checkout Fee - £160**

- 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 relevant parties, Remit 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.

### **Drawing up an appropriate tenancy Agreement (landlords fee) £300.00**

### **Serving of notice to gain possession - £120**

**Key cutting - £40 plus cost of keys**

**Withdrawal of managed service once tenant is in situ – 6 months' notice required plus payment equal to 2 month's full rent (not management fee)**

**Submit a case to TDS - £400**

**ALL PRICES INCLUDE VAT**

