



A PROPERTYMARK LICENSED MEMBER



CLIENT MONEY PROTECTION (CMP) PROVIDED BY: PROPERTYMARK

INDEPENDENT REDRESS PROVIDED BY: TPOS



gettyimages  
Credit: courtneyk

# FEES TO: LANDLORDS

Our Fully Managed Service includes all the benefits of our Let Only service, plus:

- 16.5% of the monthly rent (Min fee £72) Set up fee £240. All prices inclusive of VAT
- Property inspections throughout the tenancy and a comprehensive report electronically sent to you. Maintenance issues arranged on your behalf using competent reliable contractors
- Demand, collect and remit the monthly rent
- Provide an annual statement for TAX calculations
- Pursue non-payment of rent and provide advice on any rent arrears actions
- Liaising with tenants with regards to requested rental increases, ensuring the correct legal due diligence
- Arrange routine repairs and instruct approved contractors
- Arrangement and supervision of any major upgrades/refurbishment needed
- On going legal co-ordination of tenancy
- Serving of the correct legal notices to end the tenancy
- Check out report and negotiate dilapidations with the tenant & Landlord
- Provide a landlord portal giving access to all documentation associated with the tenancy, direct access to contact your property manager & access to all works carried out at your property
- For over-sea's landlords, if applicable TAX retention and completion of documentation for HMRC, provide NRL1 statement annually

## Let Only:

- 12% of the first 6 month's rent (Min fee £720) Set up Fee £240. All prices are inclusive of VAT
- Initial advice on the current rental value, advice on the legal aspects of letting and an assessment of your requirements
- Advise on non-resident tax status and HMRC (if relevant)
- Extensive advertising including photos, floorplan, video tour (where possible)
- Listing on the very best portal web-sites
- Erect board outside property in accordance with Town and Country Planning Act 1990 (where possible)
- Accompanied viewings
- Tenant selection and a stringent vetting procedure including full references taken
- Preparation of the tenancy agreement and related legal documentation
- Preparation of a professional inventory and schedule of condition
- All meters read and utility companies informed at the beginning of tenancy (where accessible)
- The collection of the first month's rent and deposit in cleared funds from the tenant
- Assisting tenants with standing order forms for rental payments
- Comprehensive handover to the tenants at the commencement of the tenancy
- Sending copies of relevant documentation to landlords after the tenancy has commenced

## Pre tenancy fees (inclusive of vat)

- Energy Performance Certificate - £120.00 Annual Gas Safety Certificate - £83.00
- Electrical Installation Condition Report - £195 - £250
- Deposit Registration Fee (Annually) - £60
- Inventory, Statement of Condition (Unfurnished) £120 - £180 (Furnished) £200
- Smoke and Carbon Monoxide Condition Report - £38
- Legionella Risk Assessment - £83
- Handling Local Authority Licensing Application - £240

## During tenancy fees (inclusive of vat)

- Additional Property Visits. Should the landlord request a visit in addition to those within their existing Terms of Business, this covers the cost of attending the property - £60 amounts quoted
- Renewal Fees: Contract negotiation, amending and updating terms and preparation of and arranging for the signing of a further tenancy agreement - £90
- Paper Statements - £1.50 per statement
- 12 Months' Rent Protection & Legal Expenses Cover - £299 or £25 a month (subject to a minimum 12 month term)
- Property Damage Protection Insurance - £120 annually or £10 a month (subject to a minimum 12 month term)
- Legal Expenses Protection - £60 annually or £5 a month (subject to a minimum 12 month term)
- Fees for the serving of Legal Notices (Section 21, 8 or 13) - £120 (included in our Fully Managed Service)