



LANDLORD'S CHARGES

Letting & renewal Sole Agency: 9.6% (incl VAT)* of rent for the term including any renewal, with the renewal reducing after the second year by 0.6% (incl vat) per annum

Letting & renewal Multi Agency: 12% (incl VAT)* of rent for the term including any renewal, with the renewal reducing after the second year by 0.6% (incl vat) per annum

Rent Collection: 1.8% (incl VAT)

- Agree the market rent and find a tenant in accordance with the landlord guidelines
 - Advise on current market conditions and preparation of the property for letting
 - Provide guidance on compliance with statutory provisions and letting consents
 - Erect board outside property in accordance with Town and Country Planning Act 1990
 - Discuss non-resident tax status and HMRC (if relevant)
 - Prepare property details, market the property and advertise on relevant portals
 - Carry out accompanied viewings
 - Negotiate offers and take up references
 - Prepare and submit Tenancy Agreement (fee applies see below)
 - Collect & hold the deposit as stakeholder in our Client Account
 - Register deposit with the Deposit Protection Scheme where appropriate
 - Provide tenant with method of payment
 - Receive and remit rent received as received
 - Deduct commission and any pre-tenancy invoices
 - Make any necessary HMRC deduction
 - Prepare regular statements
 - Operate rent arrears process should rent not have been received
 - Provide advice on rent arrears actions, if applicable
 - Contact Landlord & Tenant prior to the end of tenancy to discuss renewal or termination
 - Negotiate renewal, prepare and submit documentation (fee applies see below)
- Minimum Fee £1800.00 (incl VAT)

Letting, Renewal, Rent Collection & Management Sole Agency: 16.8% (incl VAT)* of rent for the term including any renewal

Letting, Renewal, Rent Collection & Management Multi Agency: 19.2% (incl VAT)* of rent for the term including any renewal

- In addition to the Letting, Renewal & Rent Receipt service;
- Arrange Energy Performance Certificate
- Administrate Ground Rent and Service Charges
- Liaise with utility suppliers
- Hold keys throughout the tenancy
- Retain a working fund and deal with day to day management
- Arrange routine repairs and instruct approved contractors (to a maximum of £600)
- Approve supplier invoices
- Arrange Gas Safety Record, Electrical Installation Condition Report and Portable Appliance Testing
- Arrange pre-tenancy cleaning
- Investigate matters relating to the property
- Visit the property at least once per annum and notify landlord of outcome
- Ensure compliance with Houses in Multiple Occupation legislation (where applicable)
- Provide a Property Management emergency out of hours service

- Agree the check out date and time with tenant
 - Instruct inventory provider to prepare and check inventory with tenant (fee applies see below)
 - Negotiate with landlord and tenant any disbursement of the security deposit
 - Return deposit as agreed with landlord and tenant to relevant parties
 - Remit any disputed amount to the Tenancy Deposit Scheme for final adjudication
 - Unprotect security deposit
- * Minimum Fee £3,000 (incl VAT)

Short Lets (three months or less):

Letting, Renewal & Rent Collection & Management: 28.8% (incl VAT) of rent

Management only service	£600 (incl VAT) handover + 7.2% (incl VAT) or rent for the tenant
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Vacant management

Dependent upon landlord requirements	a minimum of £120 (incl VAT) per month
Void management works fee	12% (incl VAT) of net cost
Post purchase pre let	£600 (incl VAT) plus travel expenses

- Visual check and if new build liaise with surveyor re snagging
- Arrange for metres to be read and liaise with utility suppliers
- Arrange gas safety, cleaning, etc

Sale of Property Fee	2.4% (incl VAT) of the agreed sale price
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Additional optional and non-optional fees:

Tenancy paperwork fee (landlords share)	£216 (incl VAT)
Renewal paperwork fee (landlords share)	£120 (incl VAT)
Land registry fee	£4.80 (incl VAT)
Deposit registration fee	£30 (incl VAT)
Inventory 'make' fee	£850 maximum (incl VAT)
Inventory 'check in'	£582 maximum (incl VAT)
Additional property visits	£100 (incl VAT)
Submission of non-residential landlords receipts to HMRC	£120 (incl VAT) quarterly
Copies of remittance advices	£30 (incl VAT) per copy
Arrangement fee for works or refurbishment over £1000	14.4% (incl VAT) of net cost
Insurance claims	£120 (incl VAT) per hour
Tenancy renewal fee (landlords share)	£120 (incl VAT)
Abortive tenancy fee	£350 (incl VAT) plus out of pocket costs

