



# FEES TO : LANDLORDS

**LEVEL OF SERVICE OFFERED:**

**FULLY MANAGED: £150.00 +VAT (thereafter 10% +VAT monthly commission)**

INCLUDES:-

- Agree the market rent ; provide guidance on compliance with statutory provisions and letting consents; advise on non-resident tax status and HMRC (if relevant); market the property and advertise on relevant portals; advise on any refurbishment; hold keys; erect board outside property in accordance with Town & Country Planning Act 1990; carry out accompanied viewings; reference tenant; prepare Tenancy agreement; prepare and provide inventory; sign agreement

**DURING THE TENANCY:**

- Collect and remit the monthly rent received
- Pursue non-payment of rent and provide advise
- Deduct commission and other works
- Undertake two inspection visits per annum and notify landlord of the outcome
- Arrange routine repairs and instruct approved contractors (providing two quotes)
- Hold keys throughout the tenancy term

**RE-LET FEE (to source a new tenant):                      £125.00 +VAT**

**LET ONLY: £350.00 +VAT**

INCLUDES:-

- Agree the market rent; provide guidance on compliance with statutory provisions and letting consents; advise on non-resident tax status and HMRC (if relevant); market the property and advertise on relevant portals; advise on any refurbishment; hold keys; erect board outside property in accordance with Town & Country Planning Act 1990; carry out accompanied viewings; reference tenant; prepare tenancy agreement; prepare and provide inventory; sign agreement; collect and remit initial months' rent (after deduction of any pre-tenancy invoices) and deposit to landlord

**RENEWAL FEE (EXISTING TENANT):    £100.00 +VAT**

IF YOU HAVE ANY QUESTIONS REGARDING OUR FEES, PLEASE ASK A MEMBER OF STAFF.





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## ADDITIONAL NON-OPTIONAL FEES AND CHARGES

- Deposit Registration Fee (TDS):** £25.00 +VAT (per annum)
- 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
- Additional Property Visits:** £25.00 +VAT
- To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit
- Arrangement Fee for Refurbishments Over:** £1,000.00 (5% of net cost +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
- Obtaining More than Two Contractors' Quotes:** £50.00 +VAT (per quote)
- Purchase of Property Introduced by Agent:** Commission payable to the Agent upon completion of sale, subject to a minimum fee of £500 +VAT.
- Where a tenant(s) subsequently purchases the premises
- Void Periods:** £10.00 +VAT (per week)
- Inspecting the property (outside the usual course of marketing)
- Court Attendance:** £150.00 +VAT (per hour) – Director Level Attendance

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