

FEES TO: LANDLORDS

SETUP

- Carry out Rental Valuation
- Perform Land Registry Check
- Agree the market rent and find a tenant in accordance with the landlord guidelines
- Advise on refurbishment
- Provide guidance on compliance with statutory provisions and letting consents

Marketing Extras (optional)

Floorplans

- To visit the property and take measurements and generate a detailed floor plan

£30 (plus VAT)

Featured Property

- Have your property listed as a featured property across our website including social media platforms such as Facebook

£45 (plus VAT)

Initial Letting Fee

Receiving and handling of applications and advise on proposed applicant. Carry out referencing on all prospective tenants and guarantors which may include Credit check, Landlord Reference, Employer References (as appropriate) and prepare Tenancy Agreement for signature by all relevant parties

- **Houses in Multiple Occupation**
- **Single Dwelling Household**

£60 (plus VAT)
per tenancy
£120 (plus VAT)

*Tenant Find: 50% first month's rent (plus VAT)

- Carry out accompanied viewings (as appropriate)
- Market the property and advertise on relevant portals
- Advise on non-resident tax status and HMRC (if required)
- Collect and remit initial months' rent received
- Provide tenant with landlord's details.
- Provide tenant with method of payment
- Deduct any pre-tenancy invoices

Fully Managed: 10% (plus VAT)

- Collect and remit rent received
- Pursue non-payment of rent and provide advice on rent arrears actions
- Handle all tenant enquiries
- Undertake quarterly inspection
- Handle any work or routine maintenance on behalf of the landlord
- Advise utility companies of any new tenants
- Handle utility bills
- Register deposit
- Check out tenant
- Handle general account enquiries

*Service not available for Houses in Multiple Occupation (HMO)

Others Fees & Charges

Charge

Inclusive Fully Managed

<p>Deposit Registration Fee</p> <ul style="list-style-type: none"> Register landlord and tenant details and protect the security deposit with a government-authorised scheme Return deposit as agreed with landlord and tenant to relevant parties as per landlord instruction 	£15 (plus VAT)	✓	
<p>Additional Property Visits</p> <ul style="list-style-type: none"> To attend on specific requests such as neighbour disputes, additional visits to monitor the tenancy or maintenance visits to assess the condition of the property and provide Inspection Report. 	£25 (plus VAT)	✓	
<p>Rent Review Fee</p> <ul style="list-style-type: none"> Review rent in accordance with the current prevailing market condition and advise the landlord Negotiate with the tenant Direct tenant to make payment change as appropriate Update tenancy agreement Serve Section 13 Notice if the tenancy is on a rolling monthly basis 	£95 (plus VAT)	✓	
<p>Submission of non-resident landlord receipts to HMRC</p> <ul style="list-style-type: none"> To remit and balance the financial return to HMRC and respond to any specific query relating to the return from the landlord or HMRC 	£75 (plus VAT) per quarter	✓	
<p>Check out fee</p> <ul style="list-style-type: none"> Agree with tenant check out date and time appointment Instruct inventory provider to attend Negotiate with landlord and tenant any disbursements of the security deposit Return deposit as agreed with landlord and tenant to relevant parties Remit any disputed amount to scheme for final adjudication Instruct contractors; obtain quotes; organise repairs/replacement/cost of any broken or missing items 	£95 (plus VAT)	✓	
<p>Obtaining Quotes from Contractors</p> <ul style="list-style-type: none"> Arrange access with contractor and provide relevant notice to tenants Assess work requirements with contractor in order to provide accurate quote Negotiate with contractor to obtain competitive quote 	£20 (plus VAT) per quote	✓	
<p>Arrangement fee for works over £100</p> <ul style="list-style-type: none"> Arrange access and asses' costs with contractors Ensure that work has been carried out in accordance with the specification of works 	10% of cost (plus VAT)		
<p>Emergency out of hour call outs</p> <ul style="list-style-type: none"> Property Manager to attend to the property out of office hours should tenants safety be compromised where the landlord is responsible. 	£35 (plus VAT)		
<p>Deposit Single Claims</p> <ul style="list-style-type: none"> When a tenant fails to respond to their deposit repayment request and the landlord is required to file a single claim to reclaim their deposit. Obtain Statutory Declaration form and obtain solicitors approval and signature 	£25 (plus VAT) per claim		
<p>Court Attendance</p>	£40 (plus VAT) per hour		