



# Fees to: Landlords

## Full Management Service

**12% (inc VAT) of the rental income, half of the first months' rent (subject to a minimum of £300 inc VAT).**

INCLUDES:

- Visit property to provide a rent assessment and advice on related matters
- Marketing strategy, newspaper, internet, and sophisticated applicant matching
- Produce brochure details with professional standard photographs
- Accompanied viewings, days, evenings & weekends including 8am-8pm opening
- Reference and credit checks check suitable applicants
- Issue a Shorthold Tenancy Agreement and other relevant documents
- Ensure the property is prepared adequately including a fully inventory check
- Register the tenancy deposit with the DPS
- Collect and remit the monthly rent received
- Weekly payment runs to ensure landlords receive funds without delay
- Pursue non-payment of rent and provide advice on rent arrears actions
- Issue legal notices
- Renew or vary an existing tenancy as required (fees apply)
- Deduct commission and other works

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- Advise all relevant utility providers of changes
- Undertake periodic visits
- Arrange routine repairs and instruct approved contractors for works
- Hold keys throughout the tenancy term
- Carry out an end of tenancy check and report
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant)

## **Let & Rent Collection:**

**8% Half of the first months' rent (plus VAT) (subject to a minimum of £300 inc VAT)**

INCLUDES:

- Visit property to provide a rent assessment and advice on related matters
- Marketing strategy, newspaper, internet, and sophisticated applicant matching
- Produce brochure details with professional standard photographs
- Accompanied viewings, days, evenings & weekends including 8am-8pm opening
- Reference and credit checks check suitable applicants
- Issue a Shorthold Tenancy Agreement and other relevant documents
- Advise all relevant utility providers of changes
- Collect and remit the monthly rent received
- Pursue non-payment of rent and provide advice on rent arrears actions
- Issue legal notices
- Renew or vary an existing tenancy as required (fees apply)
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant)

## **Let Only:**

**First months' rent (plus VAT) (£540 inc VAT being the minimum charge)**

INCLUDES:

- Visit property to provide a rent assessment and advice on related matters
- Marketing strategy, newspaper, internet, and sophisticated applicant matching
- Produce brochure details with professional photographs\*
- Accompanied viewings, days, evenings & weekends including 8am-8pm opening
- Reference and credit checks check suitable applicants
- Issue a Shorthold Tenancy Agreement and other relevant documents
- Advise all relevant utility providers of changes
- Collect and remit initial months' rent received
- Agree collection of any shortfall and payment method
- Provide tenant with method of payment
- Deduct any pre-tenancy invoices
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant)

## **ADDITIONAL NON-OPTIONAL FEES AND CHARGES (IRRESPECTIVE OF LEVEL OF SERVICE):**

**Additional property visits:** **£30 (inc 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 works:** **10% of net cost**

- 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

**Renewal Fee (landlords share):** **£120 (inc VAT)**

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

**Court Attendance** **£10 (inc VAT) per hour**

IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE CONTACT OUR LETTINGS TEAM ON

**(0161) 7479379**