

LANDLORD FEE & SERVICE SCHEDULE



LEVELS OF SERVICE OFFERED

	Tenant Find	Fully Managed Monthly Commission
Cost Of Services	100% of rent inc VAT 84% exc. VAT	10.8% of rent inc VAT 9% exc. VAT
Agree the rental value		
Provide guidance on compliance with statutory provisions and letting consents		
Provide advice on refurbishment requirements		
Collect and remit initial months' rent		
Advise all utility providers with the new tenancy details and meter readings and advise the local authority in respect of the new occupiers for Council Tax purposes.		
Provide the Tenant with essential property information, statutory documents, and rental payment arrangements.		
Undertake periodic property inspections and submit a report and recommendations to you.		
Demand, collect and remit the quarterly/monthly rent received, after agreed deductions.		
Pursue non-payment of rent and provide advice on rent arrears actions		
Negotiate dilapidation deductions from the security deposit at the end of the tenancy.		
Hold keys throughout the tenancy term		
Professional independent inventory		
Arrange routine repairs and instruct approved contactors		

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ADDITIONAL FEES AND CHARGES

	Tenant Find Inc. VAT	Fully Managed Inc. VAT
<p>Set Up Fee:</p> <ul style="list-style-type: none"> • Market property and advertise on relevant portals • Carry out accompanied viewings • Identify suitable tenants • To carry out referencing on potential tenants and guarantors to include ID checks, Right-to-Rent checks, financial credit checks, obtaining references from previous landlords (if applicable) and any other relevant information to assess affordability. <p>To conduct contract negotiation, amending and agreeing terms and arranging the signing of tenancy agreement and guarantor agreements.</p>	Inclusive	60%
<p>Completing Tenancy Agreement:</p> <p>To provide a comprehensive legally binding tenancy agreement.</p>	INCLUDED	INCLUDED
<p>Check in and Inventory/Schedule of Condition report:</p> <p>To complete a detailed condition report of the property prior to the start of the tenancy and check the tenant into the property.</p>	INCLUDED	INCLUDED
<p>Check Out Report at the end of Tenancy:</p> <p>To agree a check out date with the tenant. Final Inspection and Return deposit as agreed with relevant parties.</p>	£140.00	INCLUDED
<p>Deposit Registration Fee:</p> <p>To register the Landlord and Tenant details and protect the security deposit in the Tenancy Deposit Scheme. To provide the Tenant with the Deposit Certificate and Prescribed Information.</p>	£48.00	INCLUDED
<p>Abortive Marketing Fee:</p> <p>If you withdraw the letting instructions after we have started to market the property.</p>	£180.00	£180.00

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Cancellation Costs: If you do not proceed with the tenancy once a suitable Tenant has been introduced; there would also be a responsibility for reimbursing the cost of referencing the Tenant and returning the holding deposit.		£180.00	£180.00
Arrangement Fees For Maintenance Works: For obtaining quotations from selected contractors, ensuring work is carried out in accordance with the specification of works and retaining any warranties or guarantees.		Not Available	12% of net cost of works over £400.00
Tenancy Renewals or Extensions: To negotiate a new fixed term with the Tenant and provide the relevant documentation.	6 Month Renewal	£84.00	INCLUDED
	12 Month Renewal	£120.00	INCLUDED
Rent Review: For providing rental advice, negotiating terms with the Tenant, and serving the requisite notice to increase the rent, where periodic tenancy applies.		£120.00	INCLUDED
Transfer Fee: Administration cost to cover the process when switching from another letting agent. (Per Tenancy)		Not Available	£240
Gas Certificate, Reports, Inspections & Assessments Arrangement Fee: Arranging each of the following reports and assessments as required: <ul style="list-style-type: none"> • Electrical Installation Inspection • Gas Safety Certificate • PAT Testing • Fire Risk Assessments • Health & Safety Risk Assessments • Legionella Reports • Asbestos Reports 		20% of Contractor Charge	INCLUDED

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Annual Income & Expenditure Statement:	Not Available	Free
Legal Representation: To prepare and refer a Landlord's case for action to a solicitor	Not Available	£102.00
Court Proceedings: If we are required to represent you at a Court hearing for a claim against a Tenant.	Not Available	£60.00 Per Hour Min £180.00
Serving of a Section 21 Notice: For the preparation and service of Section 21 / Form 6A notice seeking possession of a property.	£240	£120.00
Tenancy Deposit Dispute: For managing deposit disputes on your behalf, under the Tenancy Deposit Scheme and to prepare a case for adjudication.	Not Available	£180.00
Rental Protection & Guarantee	VARIABLE	VARIABLE
Vacant Property Inspection: To carry out an inspection of a vacant property for security or insurance purposes.	Not Available	£36.00
Application for a new Rent Registration: To prepare and submit an application to the Rent Officer to apply for a rental increase for a Rent Act Tenancy.	£136.80	£136.80
Selective and Houses in Multiple Occupation licensing: A fee will be charged to apply to the Local Authority to obtain a selective license / HMO license to enable you to legally let the property if it falls in an area where Selective Licensing is active, or it is a licensable HMO property.	£360.00	£250.00
Key Cutting Service: To arrange for additional key sets to be cut.	Not Available	Invoice Cost

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