

**Residential Letting Services Declaration of Fees  
 For Landlords:**

**'Fully Managed' Service**

The Initial Letting/Set Up:	<p>£420.00 including VAT</p> <p>Agree the market rent and find a tenant in accordance with the landlord guidelines</p> <ul style="list-style-type: none"> <li>- Advise on refurbishment</li> <li>- Provide guidance on compliance with statutory provisions and letting consents</li> <li>- Carry out accompanied viewings (as appropriate )</li> <li>- Market the property and advertise on relevant portals</li> <li>- Erect board outside property in accordance with Town &amp; Country Planning Act 1990</li> <li>- Advise on non-resident tax status and HMRC (if relevant)</li> <li>- Collect and remit initial months' rent received</li> <li>- Agree collection of any shortfall and payment method</li> <li>- Provide tenant with method of payment</li> <li>- Deduct any pre-tenancy invoices</li> </ul>
Inventory:	Inclusive
Tenancy Deposit Registration:	Inclusive
Management Commission:	<p>10% plus VAT as management commission of the rent collected each month</p> <ul style="list-style-type: none"> <li>- Collect and remit the monthly rent received</li> <li>- Pursue non-payment of rent and provide advice on rent arrears actions</li> <li>- Deduct commission and other works</li> <li>- Undertake routine visits and notify landlord of the outcome</li> <li>- Arrange routine repairs and instruct approved contractors</li> <li>- Make any HMRC deduction and provide tenant with the NRL8 (if relevant)</li> </ul>
Renewal of Tenancy and/or rent review:	<p>£96.00 including VAT</p> <p>When a renewal is agreed to an existing tenant on the same terms as the initial agreement or when a new rent is negotiated with an existing tenant.</p>
Energy Performance Certificate:	<p>£90.00 including VAT</p> <p>At the point of marketing (if required).</p>
Additional:	<p>Gas Safety Certificate - to be agreed</p> <p>Electrical Safety Certificate - to be agreed</p>

'Rent Collection' Service

The Initial Letting/Set Up:	<p>£420.00 including VAT</p> <p>Agree the market rent and find a tenant in accordance with the landlord guidelines</p> <ul style="list-style-type: none"> <li>- Advise on refurbishment</li> <li>- Provide guidance on compliance with statutory provisions and letting consents</li> <li>- Carry out accompanied viewings (as appropriate )</li> <li>- Market the property and advertise on relevant portals</li> <li>- Erect board outside property in accordance with Town &amp; Country Planning Act 1990</li> <li>- Advise on non-resident tax status and HMRC (if relevant)</li> <li>- Collect and remit initial months' rent received</li> <li>- Agree collection of any shortfall and payment method</li> <li>- Provide tenant with method of payment</li> <li>- Deduct any pre-tenancy invoices</li> </ul>
Inventory:	Inclusive
Tenancy Deposit Registration:	Inclusive
Management Commission:	<p>8% plus VAT as management commission of the rent collected each month</p> <ul style="list-style-type: none"> <li>- Collect and remit the monthly rent received</li> <li>- Pursue non-payment of rent and provide advice on rent arrears actions</li> <li>- Deduct commission</li> </ul>
Renewal of Tenancy and/or rent review:	<p>£96.00 including VAT</p> <p>When a renewal is agreed to an existing tenant on the same terms as the initial agreement or when a new rent is negotiated with an existing tenant</p>
Energy Performance Certificate:	<p>£90.00 including VAT</p> <p>At the point of marketing (if required)</p>
Tenant Check Out Inspection:	<p>£90.00 including VAT</p> <p>To include report with photographs</p>
Routine Visit:	<p>£90.00 including VAT</p> <p>To include report</p>
Additional:	<p>Gas Safety Certificate - to be agreed</p> <p>Electrical Safety Certificate - to be agreed</p>

'Let Only' Service

The Initial Letting/Set Up:	<p>65% plus VAT of the first month's rent when the tenancy commences to a tenant introduced by the agent or £480.00 including VAT, whichever is the greatest.</p> <p>Agree the market rent and find a tenant in accordance with the landlord guidelines</p> <ul style="list-style-type: none"> <li>- Advise on refurbishment</li> <li>- Provide guidance on compliance with statutory provisions and letting consents</li> <li>- Carry out accompanied viewings (as appropriate )</li> <li>- Market the property and advertise on relevant portals</li> <li>- Erect board outside property in accordance with Town &amp; Country Planning Act 1990</li> <li>- Advise on non-resident tax status and HMRC (if relevant)</li> <li>- Collect and remit initial months' rent received</li> <li>- Agree collection of any shortfall and payment method</li> <li>- Provide tenant with method of payment</li> <li>- Deduct any pre-tenancy invoices</li> <li>- Make any HMRC deduction and provide tenant with the NRL8 (if relevant)</li> </ul>
Inventory:	Inclusive
Tenancy Deposit Registration:	<p>£90.00 including VAT</p> <p>Register landlord and tenant details and protect the security deposit with a government authorized scheme.</p> <p>Provide the tenant(s) with the Deposit certificate and prescribed information within 30 days of the start of the tenancy.</p>
Energy Performance Certificate:	<p>£90.00 including VAT</p> <p>At the point of marketing (if required)</p>
Safety Checks:	<p>Gas Safety Certificate - to be agreed</p> <p>Electrical Safety Certificate - to be agreed</p>
Tenant Check Out Inspection:	<p>£150.00 including VAT</p> <p>To include report with photographs</p>
Routine Visit:	<p>£90.00 including VAT</p> <p>To include report</p>
Renewal of Tenancy and/or Rent Review:	<p>£96.00 including VAT</p> <p>When a renewal of tenancy is agreed to an existing tenant on the same terms as the initial agreement or when a new rent is negotiated with an existing tenant.</p>

## Other Fees

Additional Property Visits:	£90.00 including VAT To attend for a specific request such as neighbour disputes, a maintenance linked visit or a general requirement to monitor the tenants more closely.
Arrangement Fee for Major Works and Refurbishments:	15% of net cost <ul style="list-style-type: none"> <li>- Arranging access and assessing costs with contractors (tendering)</li> <li>- Ensuring work has been carried out in accordance with the specification of works</li> <li>- Retaining any warranty or guarantee as a result of any works</li> </ul>
Court Attendance:	£150 including VAT per hour To include, travelling and waiting to be called; court appearance and giving witness statement, liaising with solicitor and reporting back to client.
Checkout Inspection:	£90.00 including VAT Once a tenant has given notice to quit, the landlord is notified immediately and if required we can commence re-marketing. <ul style="list-style-type: none"> <li>• The tenant is provided with a full list of expectations on how the property should be left upon vacation – all of which are reminders of the obligations in the tenancy agreement.</li> <li>• Full check-out inspections are carried out upon return of the keys</li> <li>• Negotiating and dealing with deposit return and instructing any works needed – i.e. cleaning, tenant damage, using the surety deposit as payment</li> </ul> Providing a schedule of dilapidation and recommendations of work for letting your property where necessary
Notice Service and Creation:	£150 including VAT To create a prescribed notice – Section 21 or Section 8 Notice with accompanying paperwork. To serve such notice in accordance with The Law of Property Act 1925, Section 196.