

**Residential Letting Services Declaration of Fees**

**For Landlords:**

‘Fully Managed’ Service

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|  The Initial Letting/Set Up: | £480.00 including VATAgree 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
* Carry out accompanied viewings (as appropriate )
* Market the property and advertise on relevant portals
* Erect board outside property in accordance with Town & Country Planning Act 1990
* Advise on non-resident tax status and HMRC (if relevant)
* 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
 |
|  Inventory: | Inclusive |
|  Tenancy Deposit .Registration: |  Inclusive |
|  Management Commission: | 10% plus VAT (11% inc vat) as management commission of the rent collected each month* Collect and remit the monthly rent received
* Pursue non-payment of rent and provide advice on rent arrears actions
* Deduct commission and other works
* Undertake routine visits and notify landlord of the outcome
* Arrange routine repairs and instruct approved contractors
* Make any HMRC deduction and provide tenant with the NRL8 (if relevant)
 |
|  Renewal of Tenancy and/or rent .review: | £120.00 including VAT 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. |
|  Energy Performance Certificate: | £90.00 including VAT At the point of marketing (if required). |
|  Additional: |  Gas Safety Certificate - to be agreed  Electrical Safety Certificate - to be agreed |



‘Rent Collection’ Service

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| The Initial Letting/Set Up: | £540.00 including VATAgree 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
* Carry out accompanied viewings (as appropriate )
* Market the property and advertise on relevant portals
* Erect board outside property in accordance with Town & Country Planning Act 1990
* Advise on non-resident tax status and HMRC (if relevant)
* 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
 |
| Inventory: |  Inclusive |
| Tenancy Deposit Registration: |  Inclusive |
| Management Commission: | 8% plus VAT (8.8% inc VAT) as management commission of the rent collected each month* Collect and remit the monthly rent received
* Pursue non-payment of rent and provide advice on rent arrears actions
* Deduct commission
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|  Renewal of Tenancy and/or rent .review: | £140.00 including VATWhen 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 |
| Energy Performance Certificate : | £90.00 including VATAt the point of marketing (if required)  |
| Tenant Check Out Inspection: |  £216.00 including VAT  To include report with photographs |
|  Routine Visit: |  £156.00 including VAT  To include report |
| Additional: |  Gas Safety Certificate - to be agreed  Electrical Safety Certificate - to be agreed |



‘Let Only’ Service

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|  The Initial Letting/Set Up: | 65% plus VAT of the first month’s rent when the tenancy commences to a tenant introduced by the agent or £600.00 including VAT, whichever is the greatest.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
* Carry out accompanied viewings (as appropriate )
* Market the property and advertise on relevant portals
* Erect board outside property in accordance with Town & Country Planning Act 1990
* Advise on non-resident tax status and HMRC (if relevant)
* 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)
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| Inventory: | Inclusive |
| Tenancy Deposit Registration: |  £90.00 including VAT 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 the start of the tenancy. |
| Energy Performance Certificate: |  £90.00 including VAT  At the point of marketing (if required) |
|  Safety Checks: |  Gas Safety Certificate - to be agreed  Electrical Safety Certificate - to be agreed |
| Tenant Check Out Inspection: | £240.00 including VAT To include report with photographs |
| Routine Visit: | £180.00 including VAT To include report |
| Renewal of Tenancy and/or Rent Review: | £96.00 including VATWhen 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. |



Other Fees

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|  Additional Property Visits: |  £120.00 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 * Arranging access and assessing costs with contractors (tendering)
* Ensuring work has been carried out in accordance with the specification of works
* Retaining any warranty or guarantee as a result of any works
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| 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: | £240.00 including VATOnce a tenant has given notice to quit, the landlord is notified immediately and if required we can commence re- marketing.* 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.
* Full check-out inspections are carried out upon return of the keys
* Negotiating and dealing with deposit return and instructing any works needed – i.e. cleaning, tenant damage, using the surety deposit as payment

 Providing a schedule of dilapidation and recommendations of work for re-  letting your property where necessary |
| Notice Service and Creation: | £150 including VATTo 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. |