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Client money protection (cmp) provided by:

ARLA PROPERTYMARK



Independent redress Provided by: **TPOs**



We are members of the TDS (TENANCY DEPOSIT SCHEME)



FEES TO: LANDLORDS

LEVEL OF SERVICE OFFERED

TENANT FIND 12% (inc VAT)

INCLUDES:

- Collect and remit initial month's 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)

RENT COLLECTION 15% (inc VAT)

INCLUDES:

- Collect and remit the monthly rent received
- Deduct commission and other works
- Arrangement payments from rental for statutory requirements
- Pursue non-payment of rent and provide advice on rent arrears actions

FULLY MANAGED 18% (inc VAT)

INCLUDES:

- Collect and remit the monthly rent received
- Pursue non-payment of rent and provide advice on rent arrears actions
- Deduct commission and other works
- Advise all relevant utility providers of changes
- Undertake two inspection visits per annum and notify landlord of the outcome
- Arrange routine repairs and instruct approved contractors (providing two quotes)
- Hold keys throughout the tenancy term





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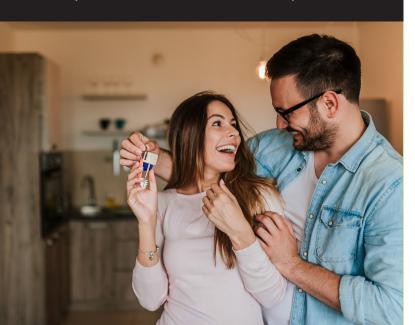
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FEES TO: LANDLORDS

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

Deposit registration fee

£42 (inc VAT)

Arrangement fee for refurbishments

- Register landlord and tenant details and protect the security deposit with a Government-authorised Scheme
- Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy

Additional property visits

£120 (inc VAT) per hour

 To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenancelinked visit

Submission of non-resident landlords receipts to HMRC

£360 (inc VAT) annually

 To remit and balance the financial return to HMRC quarterly and respond to any specific query relating to the return from the landlord or HMRC

Preparation of tenancy agreement, contract drafting and consultation

£240 (inc VAT)

Consultancy

£120 (inc VAT) per hour

- Additional key cutting, arranging safety checks, arranging installation of smoke alarms or carbon monoxide alarms.
- Arranging Energy performance certificates.
- Obtaining consent from lender or superior landlord.

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

Service of notices to terminate	£60 (inc VAT)
a tenancy - non-managed only	

Renewal fee (landlords share)

£120 (inc VAT)

10% + VAT of net cost

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

Check in fee (landlords only)	see attached schedule
Instructing contractors during void periods	£120 (inc VAT)
Preparing documentation of court proceedings of TDS adjudication	£120 (inc VAT) per hour
Attendance at court or any tribunal on your behalf	£120 (inc VAT) per hour
References	£60 (inc VAT) per person
Company lets	£360 (inc VAT)

If you have any questions on our fees, please ask a member of staff