

LETTINGS SERVICE:

- Visiting your Property to provide a rental assessment
- Provide guidance on compliance with statutory provisions and lettings consents
- Carry out accompanied viewings (as appropriate)
- Market the property and advertise on relevant portals
- Erect board outside property in accordance with Town and Country Planning Act 1990
- Advise on non-resident tax status and HMRC if relevant
- Collect and remit initial months' rent received
- Provide tenant with method of payment
- Make any HMRC deduction and provide tenant with NRL8 if relevant
- Conduct the viewings with prospective tenants
- Negotiating a Tenancy between yourself and the Prospective tenant(s)
- Taking a holding deposit which demonstrates both the Landlord and the Applicant's commitment to enter in an agreement subject to contract and references
- Checking all of the Applicant Right to Rent documents at the commencement of the initial tenancy term for the proposed occupants
- Ensuring all of the safety paperwork e.g. Gas Safety certificate, Electrical Safety check etc. is in place for the commencement of the tenancy (any safety checks will be at your expense)

12% of rent (inc VAT)

RENT COLLECTION:

- All services in the LETTINGS SERVICE plus the following
- Arranging for the Tenant(s) to set up a standing order payable to us on your behalf (other service levels)
- Arranging for the Tenant(s) to make regular payments in accordance with their tenancy agreement
- Accounting to you throughout the term of the tenancy occupation with a statement of rent paid, invoices paid on your behalf and our fees/ commissions
- Make any HMRC deduction and provide tenant with the NRL8 if relevant
- Deduct commission, fees and other works
- Pursue non-payment of rent and provide advice on rent arrears actions

13.2% of rent (inc VAT)

FULLY MANAGED:

- All services in LETTINGS SERVICE and RENT COLLECTION plus below.
- Informing the utility providers (gas, electric & water) and council tax of your new Tenant's details (where applicable)
- Holding a set of keys for the duration of our agreement
- A property visit during the first 12 months unless otherwise specified
- Recording renewal dates for safety records and arranging for renewal checks (All safety checks are at your expense)
- Liaising with your Tenant regarding all matters in relation to the tenancy you have in place with them under our Management Service
- Serving a standard notice to end the tenancy agreement at the end of the fixed term or during a periodic tenancy (not for rent arrears or any other breach of the tenancy agreement)
- Arranging a check out at the Property with your Tenant (Please refer to the Schedule of Fees in Part B to see if this will be at your expense)
- Obtaining quotes for any work required / identified as dilapidations or for those which are your responsibility
- Informing your Tenant and negotiating any potential deductions from the Tenancy Deposit
- Administering the agreed return of the deposit via The TDS or directly from our client account

19.2% of rent (inc VAT)

Additional fees and charges

Tenancy Arrangement and Preparation

- £450 inc VAT. (to include preparing the tenancy agreement, providing a sample copy to your prospective Tenant, taking a Holding Deposit to show commitment to wish to enter into an agreement (subject to contract and references), conducting initial Right to Rent checks on each applicant, arranging the Tenant's standing order (where applicable), accounting to you regarding the first rental paid less our fees and commission)

Tenant and Guarantor Referencing Fees

(Included in your Tenancy Arrangement and Preparation as detailed above)

- £25 inc VAT per tenant

Change of Tenancy

- £240 inc VAT

Right to Rent Checks

(Included in your Tenancy Arrangement and Preparation as detailed above)

- £25 inc VAT per tenant

Implementation of Landlords Tenancy Agreement *

* This does not include checking the content of the document

* Also applicable for Tenant Find Service

- £150 inc VAT

Preparation of Renewal Agreement

- £150 inc VAT

Waiting at the Property

- Management Service (only): £25 per hour inc VAT

Providing Duplicate Statement(s) (Max 5 statements)

- £12 inc VAT per copy of rental statement

Providing yearly Income and Expenditure report

- £120 inc VAT

Reporting to and making payments to HMRC for overseas Landlords without HMRC approval

- Management Service: £120 inc VAT per quarter
- Rent Collection Service: £120 inc VAT per quarter

Additional work undertaken outside the scope of our agreement

This might include assisting you to comply with the Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 by registering an exemption or arranging energy efficiency improvement works, or assisting you to make an application to the Local Authority for a licence.

- Management Service (only): £25 per hour inc VAT

Property Visits

in addition to the visits provided at your service level (per visit)

- £120 inc VAT

Fee for arranging refurbishment or building work contracts for works over £1500.00

- Management Service (only): 12% of the total net value of the contractors invoice (labour and materials). Our fee is inclusive of VAT.

Void Period Property Visits

The scope and frequency of the visits to be agreed in writing with you

- £120 inc VAT per tenant

Serving of a Section 21 Notice or a Notice to Quit (included in Management Service)

- Management Service: £60 inc VAT
- Rent Collection Service: £120 inc VAT
- Letting Service: £120 inc VAT

Key Cutting Service

In addition to the cost of the key

- £120 inc VAT per tenant

Float we will hold on account

Please note that this float is held on your account throughout the tenancy and any balance will be refunded to you at the end of our contract

- Rents paid monthly: £250
- Rents paid quarterly/6 monthly: £500

Additional Fees

- Energy Performance Certificate = £120 inc VAT
- Portable Appliance Test = £120 inc VAT
- Gas Safety Inspection = £120 inc VAT
- Legionnaires Risk Assessment = £180 inc VAT
- Installation of Smoke and CO alarm = £120 inc VAT
- Electrical Installation Condition Report = £228 inc VAT

* The cost of these services includes up to £50 including VAT arrangement fee payable to the Agency

- Charge where we have found a suitable Prospective Applicant and have proceeded with the application and you refuse their offer or subsequently impose unacceptable conditions on the Tenant = **Fee equivalent to 6 weeks rent**

Additional Services we can Provide *

*The cost of these services include up to £45 including VAT arrangement/ referral fee.

- EPC: £120 inc VAT
- PAT test: £120 inc VAT
- Gas Safety: £120 inc VAT
- Legionnaires Risk Assessment: £120 inc VAT
- Mortgage Referral Service ; We believe you may benefit from using the services of LDN Finance Solutions Ltd who are financial services and mortgage brokerage company, independent of Winkworth. It is your decision whether you choose to deal with LDN Finance Solutions Ltd. Should you decide to use LDN Finance Solutions Ltd you should know that we would receive a referral fee of 30% of the mortgage arrangement fee from them for recommending you to them.