

### LETTINGS SERVICE:

- Visiting your Property to provide a rental assessment
- Marketing the Property
- Conducting the Viewings with prospective Tenants
- Negotiating a Tenancy between yourself and prospective Tenants
- Taking a Holding Deposit which demonstrates both the Landlord and the Applicant's commitment to enter in an agreement subject to contract and references
- Taking references for the Tenant(s) and Guarantor(s) as applicable (Please refer to the Schedule of Fees in Part B to see if this will be at your expense)
- Creating and arranging for the tenancy agreement to be signed by both parties
- Arranging for an Inventory and Schedule of Condition to be created (at your expense)
- Collecting the first instalment of rent from the Tenant(s)
- Registering the Deposit with a Government approved deposit scheme or holding the tenancy deposit where the tenancy is not an assured shorthold agreement .
- Accounting to you with a statement for the first instalment of rent paid by the Tenant
- Negotiating any renewal of the tenancy at the end of the fixed term or during a periodic agreement (Commissions and fees are applicable)
- Doing Right to Rent checks

**12% of rent (inc VAT)**

### RENT COLLECTION:

- All services in LETTINGS SERVICE plus below
- Ensuring all of the safety paperwork e.g. Gas Safety certificate, Electrical safety checks etc. is in place for the commencement of the tenancy (any safety checks will be at your expense)
- Arranging for the Tenant(s) to set up a standing order payable to us on your behalf (other service levels)
- Arranging for the Tenant 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

**12% 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
- Property Visits on a 6-monthly basis
- Recording renewal dates for safety records and arranging for renewal checks (All safety checks are at your expense)
- Arranging repairs and maintenance as required at the Property and accounting to you accordingly on your statement up to £250.00 inc. VAT
- Obtaining two estimates for maintenance likely to be over £250.00 inc. VAT
- 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 Deposit Protection Service or directly from our client account

**19.2% of rent (inc VAT)**

## Additional fees and charges

### Tenancy Arrangement and Preparation

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), arranging the Tenant's standing order (where applicable), accounting to you regarding the first rental paid less our fees and commission.

- Management Service: £375 inc VAT
- Rent Collection Service: £375 inc VAT
- Letting Service: £375 inc VAT

### Preparation of Renewal Agreement

- Management Service: £200 inc VAT
- Rent Collection Service: £200 inc VAT
- Letting Service: £200 inc VAT

### Commission for Letting Service after the initial term of the tenancy has expired

- Management Service: 19.2% inc VAT
- Rent Collection Service: 12% inc VAT
- Letting Service: 8% (9.6% inc VAT) in the second year
- Letting Service: 7% (8.4% inc. VAT) in the third year

### Waiting at the Property

- £75 per hour inc VAT

### Providing Duplicate Statement(s)

- £15 inc VAT per statement subject to a minimum charge
- £15 inc VAT minimum charge

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

- Management Service: £50 inc VAT
- Rent Collection Service: £50 inc VAT
- Letting Service: £50 inc VAT

### Property Visits

- Management Service: Free of charge
- Rent Collection Service: £150 inc VAT
- Letting Service: £100 inc VAT

### Fee for arranging refurbishment or building work contracts for works over £1000.00

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

### Service of a Section 21 Notice or a Notice to Quit

- Management Service - Included in your service level

### Void Period Property Visits

- Management Service: £100 inc VAT
- Rent Collection Service: £100 inc VAT
- Letting Service: £100 inc VAT

### Float we will hold on account

- Management Service: £250. If rent payable 6 months or annual rent: £500
- Rent Collection Service: N/A
- Letting Service: N/A

### Right to Rents checks

- Management service: Included in your Tenancy Agreement and Preparation
- Rent Collection Service: Included in your Tenancy Agreement and Preparation
- Letting Service: Included in your Tenancy Agreement and Preparation

### Tenant and Guarantor Referencing Fees

- Management service: The Ultimate Referencing costing £19.20 per tenant is included in your tenancy agreement preparation. More comprehensive reference is available upon landlord's requests at costs of £31.20.
- Rent Collection Service: The Ultimate Referencing costing £19.20 per tenant is included in your tenancy agreement preparation. More comprehensive reference is available upon landlord's requests at costs of £31.20.
- Lettings Service: The Ultimate Referencing costing £19.20 per tenant is included in your tenancy agreement preparation. More comprehensive reference is available upon landlord's requests at costs of £31.20.

### Making payments on behalf of landlords

- Management Service: Free of charge
- Rent Collection Service: £50 inc VAT
- Letting Service: £50 inc VAT

### Landlord duplicate statements

- Management Service: £15 inc VAT per statement
- Rent Collection Service: £15 inc VAT per statement
- Letting Service: £15 inc VAT per statement

#### Deposit Registration with TDS

- Management Service: Free
- Rent Collection Service: £70 inc VAT
- Letting Service: £70 inc VAT

#### Key Cutting Service

- Management Service: Free
- Rent Collection Service: £50 inc VAT
- Letting Service: £50 inc VAT

#### Applying for Selective Licence

- Management Service: £300 inc VAT
- Rent Collection Service: £300 inc VAT
- Letting Service: £300 inc VAT

#### Mandatory/Additional Licence

- Management Service: £600 inc VAT
- Rent Collection Service: £600 inc VAT
- Letting Service: £600 inc VAT

#### Energy Efficiency

- Management Service: £90 inc VAT
- Rent Collection Service: £90 inc VAT
- Letting Service: £90 inc VAT

#### Arranging a Gas report

- Management Service: Free of charge
- Rent Collection Service: £40 inc VAT
- Letting Service: £40 inc VAT

#### Arranging an electrical report

- Management Service: Free of charge
- Rent Collection Service: £40 inc VAT
- Letting Service: £40 inc VAT

#### Arranging a legionnaires report/Arranging smoke and CO2 alarms

- Management Service: Free of charge
- Rent Collection Service: £40 inc VAT
- Letting Service: £40 inc VAT

#### Preparing quarterly tax returns (per quarter)

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

#### Copy of full statement for annual tax return

- Management Service: £95 inc VAT
- Rent Collection Service: £95 inc VAT
- Letting Service: £95 inc VAT

#### 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

- Management Service: £150 inc VAT
- Rent Collection Service: £150 inc VAT
- Letting Service: £150 inc VAT

#### Service of a Section 21 Notice or a Notice to Quit

- Management Service: Free of charge
- Rent Collection Service: £50 inc VAT
- Letting Service: £50 inc VAT

#### Fee for arranging refurbishment or building work contracts for works over £1,000.00

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

#### Arranging Smoke and CO2 alarms

- Management Service: Included in your service level
- Rent Collection Service: £40 inc VAT
- Letting Service: £40 inc VAT