

Our Services and Fee Sheet

Winkworth

Services	Management Services	Rent Collection Services	Lettings Services
Visiting your property to provide a rental assessment, marketing the property, conducting viewings and negotiating a tenancy between yourself and the prospective tenants, including taking a holding deposit	✓	✓	✓
Taking references for the Tenant(s) and Guarantor(s) as applicable (Please refer to the Schedule of Fees to see if this will be at your expense)	✓	✓	✓
Checking the successful Applicant's Right to Rent documents at the commencement of the Tenancy and for any other relevant occupiers	✓	✓	✓
Ensuring all safety paperwork e.g. Gas Safety certificate, Electrical safety checks etc. where applicable are in place for the commencement of the Tenancy (any safety checks will be at your expense)	✓	✓	Landlord responsibility
Creating and arranging for the Tenancy Agreement to be signed by the parties	✓	✓	✓
Arranging for an Inventory and Schedule of Condition to be created (at your expense)	✓	Landlord responsibility	Landlord responsibility
Collecting the first instalment of Rent from the Tenant(s)	✓	✓	✓
Registering the deposit in a Government approved custodial deposit scheme or holding the Tenancy deposit as stakeholder where the Tenancy is not a Housing Act tenancy	✓	✓	✓
Arranging for the Tenant(s) to set up a standing order for Rent payments	✓	✓	Landlord responsibility
Accounting to you with a statement for the first instalment of Rent paid by the Tenant	✓	✓	✓
Conducting an annual Rent Review, serving Section 13 notices and attending tribunals where necessary (Commissions and fees may be applicable – see Our Services and Fees Sheet)	✓	✓	Landlord responsibility
Arranging for the Tenant to make their contractual Rent payments in accordance with their Tenancy Agreement	✓	✓	Landlord responsibility
Accounting to you throughout the duration of the Tenancy with a statement of Rent paid invoices paid on your behalf and our fees / commissions applied	✓	✓	Landlord responsibility
Holding a set of keys for the duration of your agreement with us	✓	Landlord responsibility	Landlord responsibility
Property Visits on a 6-monthly basis	✓	Landlord responsibility	Landlord responsibility
Recording renewal dates for safety records and arranging for renewal checks (all safety checks are at your expense)	✓	Landlord responsibility	Landlord responsibility
Arranging repairs and maintenance as required at the Property and accounting to you accordingly	✓	Landlord responsibility	Landlord responsibility
Liaising with your Tenant regarding all matters in relation to the Tenancy you have in place with them under our Management Service	✓	Landlord responsibility	Landlord responsibility
Serving a standard notice to terminate the Tenancy Agreement for non-Housing Act tenancies when appropriate. For Housing Act tenancies only we may refer you to our preferred solicitors as you will need to demonstrate a reason to obtain possession of your Property or we may do this in house – both of which will be at your expense – (see Our Services and Fees Sheet)	✓	Landlord responsibility	Landlord responsibility
Arranging a check out report (Please ask the office for their list of fees in relation to Inventory and Check outs)	✓	Landlord responsibility	Landlord responsibility
Obtaining quotes for any work required / identified as dilapidations or for those which are your responsibility	✓	Landlord responsibility	Landlord responsibility
Informing your Tenant and negotiating any potential deductions from the Tenancy Deposit	✓	Landlord responsibility	Landlord responsibility
Administering the agreed return of the deposit where relevant or from our client account on receipt of written agreement from you and your Tenant	✓	Landlord responsibility	Landlord responsibility

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Our Fees	
Commission for Letting Service	
Letting Service Commission	90 % including VAT (75 % + VAT) of the first month's rent, as stated in the tenancy agreement, subject to a minimum fee of £720.00 including VAT (£600 + VAT).
Commission for Rent Collection Service	
Rent Collection Service Commission	Set up fee of £360 inc VAT (£300 + VAT) and 7.2 % inc VAT (6 % + VAT) of the gross rent received for the full duration of the tenancy
Commission for Management Service	
Management Service Commission	Set up fee of £360 inc VAT (£300 + VAT) and 14.4 % inc VAT (12 % + VAT) of the gross rent received for the full duration of the tenancy.
Commission for Managed Plus (with Rent Guarantee)	
Management Service Commission inc Rent Guarantee	Set up fee of £360 inc VAT (£300 + VAT) and 18 % inc VAT (15 % + VAT) of the gross rent received for the full duration of the tenancy.

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Description of the individual charge element	Management Service	Rent Collection Service	Letting Service
Right to Rent Checks (Please note that this fee may be included in your Tenancy Arrangement and Preparation cost if no price is quoted here).	£25 inc VAT (£20.83 + VAT)	£25 inc VAT (£20.83 + VAT)	£25 inc VAT (£20.83 + VAT)
Preparation of Inventory and Schedule of Condition at the start of each Tenancy – This may be conducted by our staff or an independent inventory clerk. Please ask us for further details.	Cost varies by property size	Cost varies by property size	Cost varies by property size
Charge for tenancies 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	£360 inc VAT (£300 + VAT)	£360 inc VAT (£300 + VAT)	£360 inc VAT (£300 + VAT)
Annual rent review and Section 13 notice service Undertaking a market rent review each year during month 10 of any Assured Periodic Tenancy (or 10 months after the last increase), researching prevailing market conditions and providing comparable rental evidence, and where agreed, serving notice of the proposed increase on the Tenant in accordance with Section 13(2) of the Housing Act 1988 (as amended).	£100 inc VAT (£83.33 + VAT)	£100 inc VAT (£83.33 + VAT)	£100 inc VAT (£83.33 + VAT)
Tenancy Agreement Variation as requested by you To organise a new agreement to be signed by the Tenant. Please note that this does not include legal advice	£90 inc VAT (£75 + VAT)	£90 inc VAT (£75 + VAT)	£90 inc VAT (£75 + VAT)
First-tier Tribunal Attendance (Rent Disputes — including challenges within the first 6 months of the tenancy and rent review disputes) Where your Tenant refers a rent dispute to the First-tier Tribunal for determination — whether challenging the initial rent within the first 6 months of the tenancy or disputing a proposed rent increase following a rent review — we will attend the hearing and provide supporting evidence as required.	£360 inc VAT (£300 + VAT)	£360 inc VAT (£300 + VAT)	£360 inc VAT (£300 + VAT) (Only where we created the initial tenancy and / or completed the rent review and service of Section 13 on your behalf)
Reporting to and making payments to HMRC for overseas Landlords without HMRC approval	£30 inc VAT (£25 + VAT) (per quarterly return)	£30 inc VAT (£25 + VAT) (per quarterly return)	£30 inc VAT (£25 + VAT) (per quarterly return)
Property Visits in addition to the visits provided at your service level (per visit)	£90 inc VAT (£75 + VAT)	£90 inc VAT (£75 + VAT)	£90 inc VAT (£75 + VAT)
Fee for arranging refurbishment or building work contracts	5 % inc VAT of the	5 % inc VAT of the	5 % inc VAT of the

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for works over £1000.00 (inc. VAT)	total net value of the contractor's invoice	total net value of the contractor's invoice	total net value of the contractor's invoice
Seeking additional estimates for maintenance work over the standard two provided within our service	£60 inc. VAT (£50 + VAT)	£60 inc. VAT (£50 + VAT)	£60 inc. VAT (£50 + VAT)
Section 8 Notice (Possession) Advising on the applicable grounds under Section 8 of the Housing Act 1988, as amended, where you wish to bring an Assured Periodic Tenancy to an end, and serving the appropriate notice.	£180 inc. VAT (£150 + VAT)	£180 inc. VAT (£150 + VAT)	£180 inc. VAT (£150 + VAT)
Preparation of Inventory and Schedule of Condition at the end of each Tenancy – This may be conducted by our staff or an independent inventory clerk. Please ask us for further details.	Cost varies by property size	Cost varies by property size	Cost varies by property size
Meter readings and utility administration Recording meter readings at tenancy commencement and termination, and administering utility accounts and billing matters with relevant suppliers where required.	£30 inc VAT (£25 + VAT)	£30 inc VAT (£25 + VAT)	£30 inc VAT (£25 + VAT)
Deposit dispute preparation and resolution Preparing and submitting evidence in support of the Landlord's position in the event of a tenancy deposit dispute, and managing the process through the relevant deposit protection scheme adjudication.	£90 inc VAT (£75 + VAT)	£90 inc VAT (£75 + VAT)	£90 inc VAT (£75 + VAT)
Void Period Property Visits The scope and frequency of the visits to be agreed in writing with you	£90 inc VAT (£75 + VAT)	£90 inc VAT (£75 + VAT)	£90 inc VAT (£75 + VAT)
Key Cutting Service In addition to the cost of the key	£10 inc VAT (£8.33 + VAT)	£10 inc VAT (£8.33 + VAT)	£10 inc VAT (£8.33 + VAT)
Additional works beyond the agreed works An hourly rate for all aspects carried out on your behalf which are not detailed as part of your chosen service level unless any other fee is agreed	£30 inc VAT per hour (£25 + VAT) per hour	£30 inc VAT per hour (£25 + VAT) per hour	£30 inc VAT per hour (£25 + VAT) per hour
Sale of property to tenant Where a Tenant introduced by us proceeds to purchase the property, a sales fee shall be payable in respect of that introduction, with the transaction progressed through to completion as required.	1.2 % inc VAT (1 % + VAT) subject to a minimum fee of £3,600 inc VAT (£3,000 + VAT)	1.2 % inc VAT (1 % + VAT) subject to a minimum fee of £3,600 inc VAT (£3,000 + VAT)	1.2 % inc VAT (1 % + VAT) subject to a minimum fee of £3,600 inc VAT (£3,000 + VAT)

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