

## Landlord Fees

### Levels of Services Offered:

#### TENANT FIND:

85% + VAT (102% of the 1st months' rent)

#### INCLUDES:

- Marketing & advertising on the most efficient property portals, and where possible we will erect a sign board
- Carry out viewings
- Collect and remit initial month's rent received and deposit
- Deduct any pre-tenancy invoices
- Deposit registration (per Security Deposit)
- Arrange safety testing necessary for the tenancy to commence
- Arrange all tenancy paperwork including tenancy agreement
- Advise all relevant utility providers of changes
- Forward all tenancy paperwork to assist the landlord in the management of the tenancy from the move in date
- Continued support with any questions or advice needed during the tenancy

#### FULLY MANAGED:

Monthly rental commission - 12% + VAT (14.4%), alongside the initial set up fee of £270.00 + VAT (£324.00)

#### INCLUDES:

All of the Tenant Find service plus:

- Pursue non-payment of rent and provide advice on rent arrears actions
- Advise all relevant utility providers of changes at the beginning and end of the tenancy
- Negotiate and arrange return of deposit, including handling a dispute with the Government Approved Deposit Scheme
- Generate Landlord's end of year tax statement
- Out-of-hours emergency service
- Arrange rent and legal protection, if needed
- Tenancy renewals (free of charge)
- Pay any required bills on the Landlord's behalf, such as building management, insurance, etc...
- Undertake regular routine inspections of the property (1st at 3 months, then every 6 months) and notify landlord of the outcome
- Arrange routine repairs and instruct approved contractors to quote and carry out works as needed
- Hold keys throughout the tenancy term
- Liaise with tenants before, during, and at the end of the Tenancy
- Negotiate rent increases and tenancy renewals

## ADDITIONAL SERVICES:

Single Claim Fee: £30.00 + VAT (£36.00)

- To prepare the Deposit Protection Service Single Claim paperwork and attend a solicitor's appointment to have it signed

## ADDITIONAL SERVICES (Non-Managed Properties):

Inventory Fee: £120.00 + VAT (£150.00)

- To carry out a detailed Inventory/Schedule of condition of a property with 4 bedrooms or less. Any additional bedrooms will have a surcharge of £25.00 + VAT (£30.00)

Deposit Registration/Release Fee: £30.00 plus VAT (£36.00)

- To protect the tenants' deposit with the Deposit Protection Service and provide tenants with all relevant compliance paperwork at the commencement of the tenancy. To action the release of the deposit at the end of the Tenancy to the landlord/tenant or both

Project Management Fee: Invoice value plus 10% plus VAT

- To project-manage on behalf of the Landlord any property refurbishment works