

## TENANT FIND: Maximum 1 month's rent (inc VAT)

- Agree the market rent and find a tenant in accordance with the landlord's guidelines
- Advise on refurbishment, compliance with property laws and letting consents
- Market the property and advertise on relevant portals
- Carry out accompanied viewings
- Erect board outside property in accordance with Town and Country Planning Act 1990
- Advise on no-resident tax status and HMRC (if relevant)
- Carry out full referencing procedure
- Carry out full written and photographic inventory and schedule of condition
- Compile necessary documents to include tenancy agreements and guarantor agreements
- Collect and remit the initial months' rent & deposit
- Register deposit with the Deposit Protection Service (DPS)
- Deduct any pre-tenancy invoices
- Make any HMRC deduction and provide tenant with NRL8 (if relevant)
- Provide tenant with opening meter readings and advise of method of payment and landlord contact details
- Issue Vacating letter and instructions to move out when requested by landlord
- Carry out check out and report to landlord with potential deductions
- Release deposit or proportion of, based on any agreed deductions to tenants

## RENT COLLECTION: £474.00 (inc VAT) Set Up Fee + 9.6% (inc. VAT) Monthly Commission

- Agree the market rent and find a tenant in accordance with the landlord's guidelines
- Advise on refurbishment, compliance with property laws and letting consents
- Market the property and advertise on relevant portals
- Carry out accompanied viewings
- Erect board outside property in accordance with Town and Country Planning Act 1990
- Advise on no-resident tax status and HMRC (if relevant)
- Carry out full referencing procedure
- Carry out full written and photographic inventory and schedule of condition
- Compile necessary documents to include tenancy agreements and guarantor agreements
- Collect and remit the initial months' rent & deposit
- Register deposit with the Deposit Protection Service (DPS)
- Deduct any pre-tenancy invoices
- Make any HMRC deduction and provide tenant with NRL8 (if relevant)
- Provide tenant with opening meter readings and advise of method of payment and landlord contact details
- Issue Vacating letter and instructions to move out when requested by landlord
- Carry out check out and report to landlord with potential deductions
- Release deposit or proportion of, based on any agreed deductions to tenants

## FULLY MANAGED: £474.00 (inc VAT) Set Up Fee + Maximum of 15 % (inc VAT) Monthly Management Commission

- Agree the market rent and find a tenant in accordance with the landlord's guidelines
- Advise on refurbishment, compliance with property laws and letting consents
- Market the property and advertise on relevant portals
- Carry out accompanied viewings
- Erect board outside property in accordance with Town and Country Planning Act 1990
- Advise on no-resident tax status and HMRC (if relevant)
- Carry out full referencing procedure
- Carry out full written and photographic inventory and schedule of condition
- Compile necessary documents to include tenancy agreements and guarantor agreements
- Collect and remit the initial months' rent & deposit and the monthly rent thereafter
- Register deposit with the Deposit Protection Service (DPS)
- Deduct any pre-tenancy invoices
- Make any HMRC deduction and provide tenant with NRL8 (if relevant)
- Provide tenant with opening meter readings and advise of method of payment and out of hours contact details
- Pursue non-payment of rent and provide advice on rent arrears & deduct commission and other works
- Arrange routine repairs and instruct approved contractors
- Organise for any safety certificates to be renewed/updated
- Carry out quarterly property inspections + notify landlord
- Hold keys throughout the tenancy
- Issue Vacating letter and instructions to move out when notice is received
- Carry out check out & coordinate any necessary works
- Release deposit or proportion of, based on any agreed deductions to tenants

### Please note:

We are not a member of a client money protection scheme



# fees to tenants

## 1. BEFORE YOU MOVE IN:

- **Tenancy Set Up Fee - £300 (inc VAT) for up to two tenants**
  - Full referencing & credit check
  - Collecting photographic ID & proof of address
  - Preparation of tenancy agreement and terms
  - Full referencing/credit check of guarantors and the preparation of guarantor agreement
  - Deposit administration fee
  - Out of hours/weekend move in
  - Contribution of Schedule of Condition & Photographic Inventory
  - Sign up appointment including welcome pack and move information
  - Assistance with setting up utility accounts and council tax
  - Out of hours emergency support line
  - Preparation of check out report for landlord
  - Deposit release once tenancy has terminated
- **Moving In Fee - £100 inc VAT**
- **Additional Tenant Fee - £150 (inc VAT)**
- **Guarantor Fee - £50 inc VAT**
- **Tenancy Application Withdrawal Fee - £300 (inc VAT) for up to two people**
- **Pet Deposit - Two month's rent**

## 2. DURING YOUR TENANCY:

- Tenancy Renewal Fee - ZERO
- Alteration/Updating Existing Tenancy - £60.00 (inc VAT)
- Addition of Tenant to Existing Tenancy Agreement - £150.00 per person (inc VAT)
- Failed Contractor Appointment Fee - £36.00 (inc VAT)
- Late Payment of Rent Fee - £60.00 per week (inc VAT)
- Release from Contract Fee: £474.00 (inc VAT)
- Call out to Emergency Out of Hours Contractor due to Tenants Negligence - £36.00 per hour (inc VAT) plus contractors invoice amount and any other costs incurred.

## 3. DURING YOUR TENANCY:

- Check Out Fee - ZERO
- Future Landlord Referencing Fee - ZERO
- Post Tenancy Arrangement of Work Fee - £30 per contractor instructed (inc VAT) plus contractors invoice amount
- Failure to Cancel Standing Order/Return Overpaid Rent Administration Fee - £24 (inc VAT)
- Bounced Cheque/Payment Fee - £30.00 (inc VAT)



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# additional fees to landlords

## TENANT FIND - ADDITIONAL OPTIONAL & NON OPTIONAL FEES AND CHARGES (inc VAT):

### NON OPTIONAL

- Non-standard payment to landlord (cheque) - £6.00
- Non-standard payment to landlord (non-UK bank account) - £30.00
- Property Withdrawal/Cancellation Fee - £300.00

### OPTIONAL

- Property Inspections - £36.00
- Rent Arrears & Late Payment Letters - £36.00
- Service of Notices (to include sec 21) - £54.00
- Rent Review Fee - £54.00
- Tenancy Renewal Fee: £60.00
- Arbitrate/Adjudicate Deposit Disagreements - £36.00 per hour
- Court Attendance Fee: £60.00 per hour

## Rent Collection - ADDITIONAL OPTIONAL & NON OPTIONAL FEES AND CHARGES (inc VAT):

### NON OPTIONAL

- Non-standard payment to landlord (cheque) - £6.00
- Non-standard payment to landlord (non-UK bank account) - £30.00
- Property Withdrawal/Cancellation Fee - £300.00

### OPTIONAL

- Property Inspections - £36.00
- Tenancy Renewal Fee - £60.00
- Arbitrate/Adjudicate Deposit Disagreements - £36.00 per hour

## FULLY MANAGED - ADDITIONAL OPTIONAL & NON OPTIONAL FEES AND CHARGES (inc VAT):

### NON OPTIONAL

- Non-standard payment to landlord (cheque) - £6.00
- Non-standard payment to landlord (non-UK bank account) - £30.00
- Property Withdrawal/Cancellation Fee - £300.00
- Dis-instruction Fee - 3 x months commission as notice and release from contract



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