

LANDLORD CHARGES

(All charges include VAT at 20% which will change should the VAT rate change)

We offer three levels of service:

- Full Management (FM)
- Tenant Find and Rental Collection (TR)
- Tenant Find Only (TF)

The table below outlines what is included in each service level:

LEVELS OF SERVICE		FM	TR	TF
1	Advising as to likely rental income	*	*	*
2	Marketing the property and conducting accompanied viewings	*	*	*
3	Organising the referencing of prospective Tenants	*	*	*
4	Preparing the Tenancy Agreement	*	*	*
5	Taking a Security Deposit from the Tenant (normally the equivalent of 6 weeks rent), to be held by the Agent as Stakeholder.	*	*	*
6	Notifying the utilities of change of tenancies together with meter readings (subject to an Inventory clerk having been employed).	*	*	*
7	Organising an independent Inventory to be carried out at the start and end of the tenancy.	*	*	*
8	Renewing the Agreement and drawing up renewal documentation	*	*	*
9	Re-negotiating rents as required on Tenant renewal / Landlord request.	*	*	
10	Collecting the rent monthly and paying over to the Landlord by direct bank transfer and providing a detailed monthly rent statement.	*	*	
11	Chasing rental payments should they not arrive by the rental payment date	*	*	
12	Carrying out Management Visits twice annually.	*		
13	Organising annual gas and electrical safety checks when due.	*		
14	Co-ordinating repair or maintenance including arranging for tradesmen to attend the Property, obtaining estimates and supervising works where necessary.	*		
15	Making payments on behalf of the Landlord from rents received for maintenance repairs, utility bills and safety checks etc.	*		
16	Negotiating deductions from the Deposit at the end of the Tenancy (Dispute submission charge as below)	*		

SCALE OF CHARGES

	Excluding VAT	Including VAT	
Full Management	12%	14.4%	Taken as a % of the gross rents due for the period of the tenancy and for any continuation, extension or renewal of the term originally granted or any new tenancy granted to the same Tenant or any person nominated or introduced by the original Tenant. Fees will be deducted from rents as received.
Tenant Find and Rental Collection	8%	9.6%	
Tenant Find Only	7%	8.4%	For the first 12 months of the Tenancy only and will be deducted in advance from the first/second rental payments.

Additional items/expenses that may apply (incl. vat).

Tenancy Deposit Scheme Fee (payable at the beginning of each tenancy)	£60.00
Inventory (incl. of £50 handling fee) – price dependant on size of property	From £140.00
Check-in (incl. of £50 handling fee) - price dependant on size of property	From £96
Inventory Remake (on second and subsequent tenancies)	From £100.00
Abortive fees (if an offer is agreed by you, you instruct us to proceed with formalities and then you withdraw)	£390
Administration of Tax Returns for Overseas Landlords (annual fee)	£95.00 with IR approval £175.00 without IR approval
Tenancy Agreement Endorsements	£90.00
Section 21 Notice (Notice of repossession)	£90.00
Section 13 Notice (Notice to increase rents on a statutory periodic tenancy)	£50.00
Provision of amalgamated statements	£30.00 each
Provision of additional statements	£15 each
Postage for sending out monthly statements (no cost for emailed statements)	£3.00 (£5.00 overseas)
Provision of Gas Safety Certificate	£95
Provision of Pat certificate (for up to 6 items)	£95
Provision of Energy Performance Certificate	£95
Additional visits to properties with Landlords/ Contractors	£75 per visit
Renewal/replacement of contents/fixtures/fittings over £250	12% of cost
Obtaining estimates and supervision of works and refurbishments outside our Terms of Business	12% of total cost
Rental Protection Warranty	£100 for 6 months £150 for 12 months
Key cutting	£20 plus key cost
Sending on mail	£12.50 plus postage
Preparation of claim/defence for a Tenancy Deposit Scheme Dispute	£150
Empty property care service	£75 per month