Services and Fees - Fully Managed

MONTHLY MANAGEMENT FEE:
5% of monthly rental + VAT (6% inc. VAT) for the first 6 months management fee, then 12% of the monthly rental + VAT (14.4% inc. VAT) thereafter or minimum £85.00 + VAT (£102.00 inc. VAT) management fee.

If you have more than one property, speak to us about our latest offer.

- Providing guidance on compliance with statutory provisions and letting consents.
- Providing information on non-resident tax status and HMRC (if relevant).
- Providing Client Money Protection (CMP) in accordance with legislation to protect client money.
- Demanding, collecting and remitting the monthly rent received.
- Deducting commission and other charges.
- Pursuing non-payment of rent and providing advice on rent arrears actions.
- Undertaking minimum two inspections per annum and supplying Landlord with detailed inspection report including photographs and recommendations.
- Arranging routine repairs and instructing approved contractors, if required.
- Advising on refurbishment.
- Issuing Section 13 Form 4A notices
- Issuing Section 48 notices.

Minimum Initial Management Term 9 Months, plus notice.

NEW TENANT FEE:
£400.00 + VAT (£480.00 inc. VAT)

- Advising on refurbishment prior to letting property.
- Agreeing the market rent and finding a tenant in accordance with Landlord guidelines.
- Producing property details, including floor plans, photographs and video tour (where applicable).
- Carrying out accompanied viewings (as appropriate).
- Marketing the property online.
- Erecting a board outside the property, in accordance with the Town and Country Planning Act 1990.
- Conducting full reference checks on up to two applicants approved by the Landlord. Additional applicants are charged at £20 + VAT (£24.00 inc. VAT).
- Providing Landlord with copy of reference report if requested.
- Liaising with Tenant and Landlord to arrange agreed move in date.
- Drawing up Assured Periodic Tenancy Agreement and preparing all Landlord paperwork associated with the tenancy.
- Issuing Tenant with mandatory legal documentation – GSI, EPC, EICR, DPS Prescribed Matters and Terms and Conditions, Client Money Protection Certificate and Statement of Written Terms.
- Issuing Tenant with relevant documentation associated with tenancy – APT agreement, inventory (if applicable), maintenance and emergency repairs guide, how to test smoke alarms in your home, guidance on Legionnaires Disease and damp, condensation and mould guidance.
- Deducting commission and any pre-tenancy charges.
- Registering Landlord and Tenant details and protecting the security deposit with the DPS if deposit taken.

ANTI-MONEY LAUNDERING ID CHECK
£30.00 + VAT (£36.00 inc. VAT) per landlord/company Director

- We are legally required to carry out an ID check on all landlords/ company Directors.

RENT REVIEW FEE (SECTION 13 NOTICE):
£85.00 + VAT (£102.00 inc. VAT)

- Reviewing rent in accordance with current market values and advising Landlords.
- Negotiating with Tenant.
- Directing tenant to make payment change as appropriate.
- Issuing Section 13 notice paperwork.

INVENTORY:
1-2 Bed £100.00 + VAT (£120.00 inc. VAT)
3-4 Bed £130.00 + VAT (£156.00 inc. VAT)
5+ Bed £160.00 + VAT (£192.00 inc. VAT)

- Preparing a full, detailed inventory and schedule of condition, including photographs.
- Recording the condition, fixtures, fittings and contents of the Property at the commencement of the tenancy.
- Providing a copy of the inventory to the Tenant and arranging acknowledgement where applicable.
- Supplying the completed inventory to the Landlord for future reference and deposit purposes.

FINAL INSPECTION & DEPOSIT NEGOTIATION:
1-2 Bed £100.00 + VAT (£120.00 inc. VAT)
3-4 Bed £130.00 + VAT (£156.00 inc. VAT)
5+ Bed £160.00 + VAT (£192.00 inc. VAT)

- Arranging checkout documentation and conducting the final inspection at the end of the tenancy.
- Preparing a detailed checkout report, including photographs where appropriate.
- Comparing the condition of the Property against the original inventory and schedule of condition.
- Negotiating any proposed deposit deductions with the Tenant.
- Referring any unresolved deposit dispute to the Deposit Protection Service (DPS), where applicable.

DIGITAL ANNUAL TAX STATEMENT
£20.00 + VAT (£24.00 inc. VAT)

- Emailing annual tax summary statement to assist in completing company accounts or a self-assessment tax return.
- All landlords will receive the digital statement.

QUARTERLY TAX STATEMENT
£20.00 + VAT (£24.00 inc. VAT)

- Emailing quarterly tax summary for submission by Landlord to HMRC.

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LANDLORD WITHDRAWAL FEE (PRIOR TO TENANT MOVE IN):
£200.00 + VAT (£240 inc. VAT)

- If the Landlord withdraws the property prior to a tenant moving in, the Agent will charge a fee to cover reasonable costs, such as:
  - Marketing and advertising.
  - Conducting viewings.
  - Administrative work.
  - Arranging contractor quotations to prepare property for letting.

ADMINISTRATION TRANSFER FEE (TENANT IN SITU):
£300.00 + VAT (£360 inc. VAT)

This fee applies where the Landlord terminates the Full Management Service while a Tenant remains in occupation of the Property.

- Liaising with the Landlord and/or incoming managing agent to arrange the transfer of management.
- Preparing and providing copies of relevant tenancy, compliance and property records held by the Agent.
- Notifying the Tenant of the change in management and providing updated payment and contact details.
- Reconciling the rent account and preparing a final statement of account.
- Arranging the transfer of the tenancy deposit or updating the relevant deposit registration, where applicable.
- Providing details of any ongoing maintenance, rent arrears or other outstanding tenancy matters.
- Arranging the handover of keys and other relevant property information held by the Agent.

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Services and Fees - Tenant Find

TENANT FIND FEE:
50% of the monthly property rent + VAT (60% inc. VAT)
or minimum £600 + VAT (£720 inc. VAT)

- Providing guidance on compliance with statutory provisions and letting consents.
- Advising on refurbishment prior to letting property.
- Providing Client Money Protection (CMP) in accordance with legislation to protect client money.
- Agreeing the market rent and finding a Tenant in accordance with the Landlord guidelines.
- Producing property details, including floor plans and photographs.
- Carrying out accompanied viewings (as appropriate).
- Marketing the property online.
- Erecting a board outside the property, in accordance with the Town and Country Planning Act 1990.
- Conducting full reference checks on up to two applicants approved by the Landlord. Additional applicants are charged at £20 + VAT (£24 inc. VAT).
- Liaising with the Tenant and Landlord to arrange agreed move in date.
- Drawing up Assured Periodic Tenancy Agreement and preparing all Landlord paperwork associated with the tenancy.
- Issuing Tenant with mandatory legal documentation – GSI, EICR, EPC, DPS Prescribed Matters and Terms and Conditions, Client Money Protection Certificate and Written Statement of Terms.
- Issuing Tenant with relevant documentation associated with tenancy – APT Agreement, inventory (if applicable), maintenance and emergency repairs guide, how to test smoke alarms in your home, guidance on Legionnaires Disease and damp, condensation and mould guidance.
- Collecting and remitting the initial months' rent received.
- Deducting commission and other charges and agreeing collection of any shortfall and payment.
- Registering Landlord and Tenant details and protecting the security deposit with the Deposit Protection Service (DPS) if deposit taken.

ASSURED PERIODIC TENANCY AGREEMENT
(NO MARKETING OR REFERENCING) FEE:
£400.00 + VAT (£480.00 inc. VAT) per tenancy

- Drawing up Assured Periodic Tenancy Agreement and preparing all Landlord paperwork associated with the tenancy.
- Issuing Tenant with mandatory legal documentation – GSI, EICR, EPC, DPS Prescribed Matters and Terms and Conditions, Client Money Protection Certificate and Written Statement of Terms.
- Issuing Tenant with relevant documentation associated with tenancy – APT agreement, inventory (if applicable), maintenance and emergency repairs guide, how to test smoke alarms in your home, guidance on Legionnaires Disease and damp, condensation and mould guidance.
- Collecting and remitting the initial months' rent received.
- Deducting commission and other charges and agreeing collection of any shortfall and payment.
- Registering Landlord and Tenant details and protecting the security deposit with the Deposit Protection Service (DPS) if deposit taken.

ANTI-MONEY LAUNDERING ID CHECK
£30.00 + VAT (£36.00 inc. VAT) per landlord/company Director

- We are legally required to carry out an ID check on all landlords/ company Directors.

INVENTORY FEE:
£150.00 + VAT (£180.00 inc. VAT)

- Preparing full detailed inventory of property including photographs.
- Arranging for Tenant to sign inventory and explaining procedure.

INSPECTION FEE:
£85.00 + VAT per inspection, per property (£102.00 inc. VAT)

- Liaising with Tenant to arrange suitable date for inspection.
- Inspecting the property.
- Supplying Landlords with detailed inspection report, including photographs and recommendations (where applicable).

RENT REVIEW FEE (SECTION 13 NOTICE):
£95.00 + VAT (£114.00 inc. VAT) per Section 13 notice

- Reviewing rent in accordance with current market values and advising Landlords.
- Negotiating with Tenant.
- Directing Tenant to make payment change as appropriate.
- Issuing Section 13 notice paperwork.

MAINTENANCE ADMINISTRATION FEE:
From £80.00 + VAT (£96.00 inc. VAT) per maintenance job

- Dealing with maintenance relating to Tenancy.
- Arranging quotations for any works required.
- Instructing approved contractors where agreed.
- Liaising with Tenants.

PROPERTY CHECKOUT FEE:
£150.00 + VAT (£180.00 inc. VAT)

- Arranging checkout documentation.
- Inspecting property at final checkout and providing detailed report with photographs.
- Arranging quotations where required for works required after checkout.
- Negotiating with Landlord and Tenant any deductions from the security deposit.

LANDLORD WITHDRAWAL FEE:
£200 + VAT (£240.00 inc. VAT)

- If the Landlord withdraws property prior to a tenant moving in, the Agent will charge a fee to cover reasonable costs, such as:
  - Marketing and advertising.
  - Conducting viewings.
  - Administrative work.
  - Arranging contractor quotations to prepare property for letting.

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