

Our Services to Landlords

	Introduction	Rent Collection	Full Management
Advise on a market rental and advice on preparing the property for letting	✓	✓	✓
Arrange, where required, estimates for renovation/refurbishment with our approved contractors (see fees below)	✓	✓	✓
Advise on regulations and compliance with current legislation	✓	✓	✓
Taking photographs and marketing of the property via property portals, website and window advertising (Tenancy Set up Fee - see below)	✓	✓	✓
All viewings are accompanied	✓	✓	✓
Negotiating any proposed offers Preparing the Tenancy Agreement and submitting for approval (see fees detailed below)	✓	✓	✓
Credit check on each Applicant/s (part of tenancy set up fee, see fees below)	✓	✓	✓
Collect first month's rent & 5 weeks Security Deposit where the rent is up to £50,000.00 pa, or six weeks' rent where the total annual rent is £50,000.00 or above	✓	✓	✓
Where instructed, we will hold the Deposit as Stakeholders in a designated Client Account and the Deposit registered with the Tenancy Deposit Scheme (fees detailed below)	✓	✓	✓
Commission paid in advance for the term of the agreed tenancy (Letting/Introduction & Rent Collection Service only)	✓	✗	✗
Provide advice on market conditions and if required 'Buy to Let' advice	✓	✓	✓
Advise on Non Resident Landlord Scheme, where applicable	✓	✓	✓
Advise on market conditions for any renewals and negotiate any new terms to be agreed between Landlord and Tenant	✓	✓	✓
Prepare new tenancy documentation (see fees below)	✓	✓	✓
Collection of rent on a monthly basis, report to Landlord with Statement of Account and remit funds to designated bank account (for Rent Collection and Full Management Service)		✓	✓
Where required arrange Energy Performance Certificate and Floor Plan (the cost borne by the Landlord depending on the Energy Assessor selected – this service is not carried out in-house)			✓
Transfer of all utilities (gas, electricity, water and council tax) into the names of the new Tenant/s and arrange payments of any outstanding Landlord account			✓
Pay any accounts for Service Charge/Ground Rent, insurance etc.			✓
Provide a full maintenance service to ensure any repairs are carried out by approved contractors			✓
Carry out 3 property inspections per year (additional visits subject to charge - see below)			✓
Arrange annual renewals for Gas Safety Certificates (with certificated Gas Safe Engineer) and Electrical Safety inspection where required (cost borne by Landlord - further information available on request)			✓
Preparation of The Service of Tenancy Notice at the end of the tenancy			✓
At the end of the tenancy liaise with Landlord and Tenant over any deductions from the tenancy deposit and administer paperwork relating to the check out and any agreed disbursements			✓
Preparation of paperwork to be sent to TDS (Tenancy Deposit Scheme) in the event that there is a dispute over the allocation and deductions from the Tenancy Deposit (see fees below)			✓

Additional Fees and Charges (where applicable)

From 1st June 2019, there will be a Tenancy Set up Fee to cover the cost of the pre tenancy negotiations, the credit check/s, general administration, and marketing	£100.00 plus VAT
Inventory fees	Cost will vary on size of property from between £100.00 - £225.00 plus VAT
Preparation of Tenancy Agreement	£250.00 plus VAT
Checking and making any alterations requested by you or your solicitor to our Standard Tenancy Agreement	£150.00 plus VAT
Checking and recommending amendments to a Tenancy Agreement supplied by the Applicants employing Company (where agreed)	£150.00 plus VAT
The administration (one off) fee for membership of the Tenancy Deposit Scheme ("TDS") (including any tenancy renewals)	£75.00 plus VAT
Vacant Management Service including 2 property visits per month & settlement of interim utility accounts. Additional maintenance is not included.	£150.00 plus VAT
Instructing Contractors - During Tenancy	Supervisory fee of 12% (inclusive of vat) based on the total cost/expenditure of works in excess of £500.00 but subject to a minimum fee of £60.00 (inclusive of vat) is charged for arranging and supervising the work
Instructing Contractors - During a void period for refurbishment	Supervise the partial or total refurbishment of the Premises for a fee of 12% including vat based on the total cost/expenditure of works
Preparation of The Service of Tenancy Notice at the end of the tenancy	£75.00 plus VAT
Preparation of documentation for Court Proceedings	£300.00 plus VAT, plus our reasonable costs and expenses
Preparation of documentation for administration and submitting a dispute to the Tenancy Deposit Scheme on behalf of the Landlord	£300.00 plus VAT
Attendance at court or any tribunal	£80 plus VAT per hour, plus our reasonable costs and expenses
Annual Statement summary of expenses	£100.00 + VAT
Arranging an Energy Performance Certificate (dependent on size of property)	From £80.00 plus VAT
Arranging a Floor Plan (dependent on size of property)	From £50.00 plus VAT

Landlord Letting & Management Fees

Introduction	12% INCLUSIVE OF VAT (10% PLUS VAT) of the (annual) rental term and any renewals. Commission paid in advance.
Rent Collection	12% INCLUSIVE OF VAT (10% PLUS VAT) of the (annual) rental term and any renewals. Commission paid monthly.
Management Service Only	7.2 INCLUSIVE OF VAT (6% plus VAT) + Tenancy Set up Fee of £375.00 PLUS VAT
Full Management	18% INCLUSIVE OF VAT (15% PLUS VAT) of the (annual) rental term including renewals