

Our Services to Landlords

	Introduction	Rent Collection	Full Management
Advise on a market rental and advice on preparing the property for letting	✓	✓	✓
Advise on regulations and compliance with current legislation	✓	✓	✓
Taking photographs and marketing of the property (including property portals, website and window advertising)	✓	✓	✓
All viewings are accompanied	✓	✓	✓
Negotiating any proposed offers	✓	✓	✓
Preparing the Tenancy Agreement and submitting for approval (see fees detailed below)	✓	✓	✓
Obtain 3 references on any Applicant or credit check on Applicant/s	✓	✓	✓
Collect first month's rent & 6 weeks Security Deposit (2 months if you agree to pets)	✓	✓	✓
Where instructed, Deposit will be held 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	✓	✗	✗
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		✓	✓
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			✓
Arrange annual renewals for Gas Safety Certificates (with certificated Gas Safe Engineer) and Electrical Safety inspection where required			✓
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)

Consultancy is offered on request	£90.00 including VAT per hour, plus travel and other reasonable expenses and costs.
Preparation of an Inventory and Schedule of Condition	Estimates will be given upon request
Preparation of our standard Tenancy Agreement	£240.00 including VAT
Checking and making any alterations requested by you or your solicitor to our standard Tenancy Agreement	£120.00 including VAT
Service of Notices to terminate a Tenancy	£90.00 including VAT
Visits during a void period using our caretaking service	£60.00 including VAT
Vacant Management Service including 2 property visits per month and settle any utility accounts (maintenance not included)	£144.00 (including vat) per month
Instructing contractors	A supervisory fee of 9% (inclusive of vat) of the total cost of any work in excess of £500.00 but subject to a minimum fee of £60.00 including VAT is charged for supervising the work. Supervise the partial or total refurbishment of the Premises for a fee of 12% including vat of the total cost of the work but subject to a minimum fee of £600.00 including VAT.
Non UK Landlords - tax retention and completion of the documentation required by the Centre for Non Residents	£90.00 including VAT each quarter
The administration fee for membership of the Tenancy Deposit Scheme ("TDS")	£90.00 including VAT per tenancy
Preparation of documentation for County Court proceedings	£300.00 including VAT plus our reasonable costs and expenses
Attendance at court or any tribunal	£72.00 including VAT per hour plus our reasonable costs and expenses.
Duplicate statements	£30.00 including VAT
Duplicate statements covering a tax year	£60.00 including VAT

Landlord Letting & Management Fees

Introduction	12% INCLUSIVE OF VAT (10% PLUS VAT) of the (annual) rent for the first year of the tenancy and 8.4% INCLUSIVE OF VAT (7% PLUS VAT) for each year the tenancy is renewed
Rent Collection	14.4 % INCLUSIVE OF VAT (12% PLUS VAT) of the (annual) rental term and any renewals
Full Management	18% INCLUSIVE OF VAT (15% PLUS VAT) of the (annual) rental term including renewals