

FIND & PREPARE 7.5% + VAT (9%) of the annual rent, a one off fee

- Agree the monthly rental value.
 - Advise on any necessary or preferred refurbishment.
 - Provide guidance on compliance with statutory provisions and Letting Consents.
 - Prepare property details including floor plans and arrange for photos to be taken.
 - Advertise the property through online portals including Rightmove and Zoopla.
 - Erect a 'For Rent' board outside your property in accordance with the Town and County Planning Act 1990.
 - Carry out accompanied viewings or arrange a mutually convenient time to meet you at the premises.
 - Request a set of keys to help prepare the property for let.
 - If applicable, arrange an Energy Performance Certificate (EPC). *Subject to a contractor fees.*
 - Negotiate offers submitted by any potential Tenant and discuss with you for approval.
 - Take a Holding Deposit (capped at 1 week of the weekly rent)
 - Where possible we will obtain references for the proposed tenants from employers and previous landlord as well as credit check through an independent company and a Tenants Right to Rent check.
 - Provide feedback on referencing and credit checks.
 - Collect first month's rent and Deposit (capped at 5 weeks of the weekly rent)
 - Prepare a comprehensive Tenancy Agreement with any supporting documents.
 - Register Tenants Deposit with The Deposit Protection Service (The DPS)
 - Provide the Tenant with a Standing Order mandate for future rental payments.
 - Deduct any pre-Tenancy Agreement invoices from 1st month's rent.
 - Provide guidance on non-resident tax status and HMRC (if relevant)
 - If applicable, arrange contractor appointments prior to the start of the Tenancy Agreement selected on the Instruction Form.
- Contractor fee will apply**

This is a one-off payment.

If the Tenant(s) leaves within 6 months, the Find & Prepare fee will be discounted by 50% for a new tenancy.

MONITOR Includes everything from Find & Prepare **10%+VAT (12%)**. Tenancy set-up fee applies: **£500+VAT (£600)**

- Collect rent by Standing Order and make all reasonable endeavours to transfer into your account on the same working day.
- Provide you with monthly statements which outline rent to be paid minus commission and other costs relating to the property.
- Pursue non-payment of rent and provide advice on rent arrears action.
- Advise on a Tenants Right to Rent check due.
- Advise on Compliance checks due.
- Provide annual statement for you and your tax advisor (on receipt of written request)
- Make any HMRC deductions and arrange payment on a quarterly basis.
- Conduct two property visits per annum and provide you with a Property Visit Report.
- Provide you with guidance on any changes to legislation.

The Tenancy set-up fee is instead of the Find & Prepare Fee.

If the Tenant(s) leaves within 6 months of a tenancy start date, the Tenancy set-up will be discounted by 50% for a new tenancy.

Commission will be payable throughout the term of the Tenancy, for as long as one person forming the Tenant remains in the premises.

MANAGE Includes everything from Monitor **12%+VAT (14.4%)**. Set-Up fee applies: **£500+VAT (£600)**

- Transfer utilities and Council Tax at start and end of the Tenancy Agreement.
- Arranging routine repairs or works required using our approved contractors. *Subject to a contractor fee.*
- Provide your Tenant with 24-hour emergency out of hours support. *Subject to a contractor fee.*
- Manage delivery of any new appliances.
- Securely hold one set of keys throughout the length of the Tenancy Agreement.
- Arrange any Compliance checks due before expiry. *Subject to a contractor fee.*
- Check a Tenants Right to Rent Status before expiry.
- Endeavour to deal with any dilapidations at the end of the Tenancy Agreement and negotiate with the Tenants regarding Deposit deductions. *Subject to a contractor fee.*

The Tenancy set-up fee is instead of the Find & Prepare Fee.

If the Tenant(s) leaves within 6 months of a tenancy start date, the Tenancy set-up will be discounted by 50% for a new tenancy.

Commission will be payable throughout the term of the Tenancy, for as long as one person forming the Tenant remains in the premises.

Additional Non-Optional Fees

The following services are in addition to the above and form the subject of an additional charge depending on the service level:

Description	Comments	Fee
Abortive Tenancy Fee	Should you not wish to proceed with a Tenancy Agreement following acceptance of an offer	£500 (£600)
Inventory Fee	Instruct an independent clerk to prepare an Inventory and Schedule of Condition Report. Subject to a contractor fees.	From £135 (£182)
Check-in Fee	Instruct an independent clerk to conduct a check-in using the Inventory and Schedule of Condition Report. Subject to a contractor fees.	From £120 (£144)
Check-out Fee	Instruct an independent clerk to conduct a check-in using the Inventory and Schedule of Condition Report. Subject to a contractor fees.	From £120 (£72)
Termination Fee	In the event you terminate the 'Monitor' or 'Manage' Service during a tenancy. This fee would also apply if you sold the property with the tenant in residence	One year's fees
Review Documentation for a Section 8 Notice	Review the tenancy documentation and collate the relevant information required for serving a Section 8 Notice to the Tenant Included in 'Manage'	£150 (£180)
Service of Prescribed Legal Notice	Serving of a Prescribed Legal Notice upon the Tenant(s) Included in 'Manage'	£100 (£120)
Rent & Legal Protection Service	Your interest added to our Rent and Legal Protection insurance policy Not available for 'Find' & 'Prepare'	2.5% (3%) of monthly rent
Sales Commission	If a Tenant or any associated person introduced by us proceeds to purchase the Property, we will charge a sales commission of the agrees sale price, upon completion. This fee will include sales progression	1.5% (1.8%)
Deposit Negotiation	Negotiate the release of the Deposit between the Landlord and Tenant. Included in 'Manage'	£75 (£90)
Deposit Disputes Fee	Preparation of documentation in order to support a claim against the deposit to The DPS for their adjudication service.	£100 (£120)
Statutory Declaration Fee	In the event the Tenant fails to respond to a claim made against their deposit through The DPS and a statutory declaration is required	£50 (£60)
Amending the Tenancy Agreement	Making amendments during the Tenancy, requested by the Landlord. Included in 'Manage'	£50 (£60)
Rent Review	Rent Negotiation, Service of Section 13 (form 4a) Notice and Preparation of documentation for a First Tier Tribunal (if applicable)	£125 (£150)
Court Appearance	Attend court as a witness for the Landlord	£150 (£180) per hour
Property Visits	To attend requests specific to the Tenancy Agreement, neighbour disputes or any Maintenance and Repairs linked visit. Included in 'Monitor' and 'Manage'	£60 (£72) per visit
Arrangement Fee for a Compliance Check and contractor works	Arrange for a qualified contractor to carry out the check and circulate certificate to all parties. If applicable, arrange remedial work following a check. Included in 'Monitor' and 'Manage'. Subject to a contractor fees.	£25 (£30)
Obtain more than two quotes for Contractor works	If the Landlord requests to have more than two quotes to consider for any contractor works.	£25 (£30) per quote
Arrange and Supervise Contractor works for repair or maintenance work over £10,000 (includes two quotes)	Arranging estimates or quotes for approval and access, supervise to ensure work has been carried out in accordance with the specifications of works and retaining a warranty or guarantee as a result of any works. Subject to a contractor fees.	5% (6%) of net cost
Arrange and Supervise Contractor works for repair or maintenance work during a Void Period	Arranging estimates or quotes for approval and access, supervise to ensure work has been carried out in accordance with the specifications of works and retaining a warranty or guarantee as a result of any works. Subject to a contractor fees.	8.5% (10.2%) of net cost

Compliance Checks

Gas Safety Certificate (GSC)	Arrange for a gas safety check to be carried out by a qualified gas engineer.	From £88 (£105.60)
Boiler Service	Arrange for a boiler service to be carried out by a qualified gas engineer.	From £30 (£36)
Smoke Alarm	Arrange for an alarm to be supplied and fitted where required.	From £45 (£54) per alarm
Carbon Monoxide Alarm	Arrange for an alarm to be supplied and fitted where required.	From £45 (£54) per alarm
Energy Performance Certificate (EPC)	Arrange for a certificate to be carried out by a qualified surveyor.	From £90 (£108)
Electrical Installation Condition Report (EICR)	Arrange for a electrical safety check to be carried out by a qualified electrical engineer. <i>A quote for any remedial work required will then be discussed prior to instructing the engineer.</i>	From £145 (£174)

All fees in brackets have been quoted including VAT.