

# FEES TO: LANDLORDS



## LEVEL OF SERVICE OFFERED:

### Tenant Find Only / Set Up: £480.00 (Inc VAT)

#### INCLUDES:

- Free written market appraisal
- Advice on necessary improvements
- Provide guidance on compliance
- Market property with To Let board
- Internet advertising
- Conduct accompanied viewings
- Finding tenant & advice on suitability
- Tenant referencing (charge to tenant)
- Advice on non-resident tax status
- Drawing up tenancy agreement
- Conduct in-going inventory
- Check tenant in at start of tenancy
- Pass on in-going meter readings
- Inform local authority of new tenants
- Collect first month's rent & account to landlord

#### Additional Non-Optional Fees & Charges

##### Renewal Fee (Tenant Find Only) - £90.00 (inc VAT)

Produce renewal agreement & negotiate rent increase if necessary and obtain signatures from parties

##### Issuing Notices Requiring Possession (Tenant Find Only) - £120.00 (inc VAT)

##### Sending Documents to DPS - £60.00 (inc VAT)

To adjudicate unresolved deposit disputes

### Fully Managed: 15% of rent (Inc VAT)

#### INCLUDES:

- Free written market appraisal
- Advise on necessary improvements
- Provide guidance on compliance
- Market property with To Let board
- Internet advertising
- Conduct accompanied viewings
- Finding tenant & advice on suitability
- Tenant referencing (charge to tenant)
- Advise on non-resident tax status
- Drawing up tenancy agreement
- Conduct in-going inventory
- Check tenant in at start of tenancy
- Pass on in-going meter readings
- Inform local authority of new tenants
- Collect first month's rent & account to landlord monthly
- Register Tenancy deposit with the Deposit Protection Service
- Manage repairs via automated Fix-Flo system
- Conduct regular property inspections
- Agreement renewal/rental increase negotiation
- Conduct exit inventory & negotiate deposit return
- Pass on exit meter readings
- Inform local authority of tenant change

##### Exit Inventory (Tenant Find Only) - £90.00 (inc VAT)

Agree with tenant check out date, conduct exit inventory & produce written report

##### End of Tax Year Statement where requested - £18.00 (inc VAT)

##### Submission of NRL receipts to HMRC - £15.00 (inc VAT) quarterly

To remit and balance the financial return to HMRC quarterly where required and to respond to specific queries from the landlord and or HMRC

