

21 LANDLORD SERVICE PACKAGES

Century 21 Reality

Tasks	Let only 9.6% inc VAT	Rent Collection 12% inc VAT	Full Management 18% inc VAT
1. Collect a non-refundable holding deposit from the prospective tenant	*	*	*
2. Arrange and expedite applicants' references via an independent referencing company	*	*	*
3. Carry out right to rent checks on all tenants	*	*	*
4. Prepare the initial invoice for rent, security deposit and fees (if any)	*	*	*
5. Prepare the Tenancy Agreement and related documents	*	*	*
6. Coordinate landlords' inventory arrangements	*	*	*
7. Collect all initial funds due	*	*	*
8. Receive and pay your account for your share of Commission	*	*	*
9. Prepare a Landlord statement and transfer the net rental income into the landlord's account.	*	*	*
10. Register the security deposit with the Deposit Protection Service (DPS) in accordance to the Terms and Conditions of the DPS		*	*
11. Collect the rent and pay over to the Landlord monthly		*	*
12. Forward rental statement to the Agent		*	*
13. Formally pursue late rental payment at 2, 7 and 14 days		*	*
14. Arrange with service companies (principally electricity gas & water) for meter readings and advise them of a change in occupancy			*
15. Inspect the property twice a year			*
16. Coordinate landlords' annual gas safety certificates and checks			*
17. Coordinate an EPC every 10 years			*
18. Coordinate an EICR every 5 years			*
19. Coordinate repairs and maintenance			*
20. Settle accounts from rents received			*
21. Receive and forward Landlord's mail			*
22. Serve Notice to Quit			*
23. Checkout procedures			*
24. Security deposit refunds			*
£250.00 admin fee apply to Let only, Rent Collection and Full Management			

Summary of Fees charged to Tenant

(VAT Included on all rates outlined below)

AST Agreements*

£50 (incl. VAT)	Changes to the Tenancy Agreement requested by Tenant
3% above the Bank of England's best rate	Late Payment Interest Charges (after 14 days)
£30+ Cost	Key Replacement

*All tenant letting fees were banned from 1st June 2019 on AST Agreements, except the ones listed here.

Non-AST Agreements

£240	Tenancy Administration Fee
£48	Referencing Fee per Person
£90	Guarantor Agreement fee
£120	Express Move in Service per Tenant/Guarantor
£90	Tenancy Renewal Fee
£150	Change of Tenant Administration Fee
£48	Change of Tenant Referencing Fee
£30	Late Payment Charges
3% above the Bank of England's best rate	Late Payment Interest Charges
£36 + Cost	Key Replacement

Summary of Fees charged to Landlord

(VAT Included on all rates outlined below)

£180	Renewal Administration Fee
£30	Registering the Security Deposit (DPS) for let only and rent collection service only
£60 per quarter	Quarterly Non-Resident Landlord Submission and Payment (for non-registered Landlords)
£36 + Cost	Key Cutting
£120	Deposit Dispute Management including getting Oath of Commissioner or Solicitor to witness
£120 pcm	Management of Empty Property during void periods
Check in and check out fees	Depending the size of the property

(Please note that the stated fees exclude disbursement costs such as gas safety certificates, EPCs, EICR, cleaning, inventory services, etc. which are chargeable to the landlords)