

**LEVELS OF SERVICES OFFERED**

	<b>Let intro: 12.0% of rent (inc. VAT)</b>	<b>Rent collection: 14.4% of rent (inc. VAT)</b>	<b>Full management: 18.0% of rent (inc. VAT)</b>
Advising as to the likely rental income	✓	✓	✓
Providing guidance on compliance with statutory provisions and letting consents	✓	✓	✓
Advising on refurbishment requirements	✓	✓	✓
Advising on non-resident tax status and HMRC (if relevant)	✓	✓	✓
Advertising and generally marketing the Property	✓	✓	✓
Interviewing prospective tenants	✓	✓	✓
Negotiating the terms of the tenancy	✓	✓	✓
Carrying out accompanied viewings	✓	✓	✓
Collecting and remitting initial months' rent	✓	✓	✓
Providing tenants with method of payment	✓	✓	✓
Deducting any pre-tenancy invoices	✓	✓	✓
Making any HMRC deductions	✓	✓	✓
Taking a security deposit from the tenant which is to be held in accordance with current legislation	✓	✓	✓
Demanding, collecting, and remitting the monthly rent		✓	✓
Pursue non-payment of rent and provide advice on rent arrears actions		✓	✓
Making payments on behalf of the Landlord from rents received for costs in managing the property		✓	✓
Arranging with service companies for meter readings and advising them of the transfer of service contracts to the tenant			✓
Inspecting the Property on a regular basis, not less often than once every six months			✓
Arranging routine repairs or maintenance obtaining estimates where necessary, supervising works and settling accounts from rents			✓
Receiving and forwarding Landlord's mail			✓
Holding keys throughout the tenancy term			✓

**START OF TENANCY FEES**

Set-up Fees: £300 (inc. VAT) per tenancy. Referencing for up to two tenants (ID checks, Right-to-Rent check, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging the signing of the tenancy agreement.

Additional Tenant / Guarantor Referencing Fees: £48 (inc. VAT) per tenant. As Set-up Fees above for additional tenants.

Permitted Occupier Fees: £24 (inc. VAT) per permitted occupier. Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord.

Inventory Check in Fees: From £156 (inc. VAT) as quoted by independent inventory clerks. Dependant on the number of bedrooms and/or size of the property and any outbuildings.

Deposit Registration Fees (where collected):£30 (inc. VAT) per tenancy. Register landlord and tenant details and protect the security deposit in accordance with current legislation

**DURING TENANCY FEES**

Arrangement Fees for works: 12% of net cost (inc. VAT). Arranging access and assessing the costs with any contractors, ensuring work has been carried out in accordance with the Specification of Works and retaining any resulting warranty or guarantee. Tenant Find and Rent Collection services only

Arrangement Fees for works over £500: 12% of net cost (inc. VAT). Arranging access and assessing the costs with any contractors, ensuring work has been carried out in accordance with the Specification of Works and retaining any resulting warranty or guarantee. Fully Managed service only.

Additional Property Visits: £72 (inc. VAT) per visit.Should the landlord request property visits in addition to those within their existing Terms of Business, this covers the costs of attending the property.

Renewal Fees: 13.2% (inc. VAT) for Tenant Find service, 16.8% for Rent Collection service and 20.4% for Fully Managed service. Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.

**END OF TENANCY FEES**

Fees for the service of Section 21 Notice: £120 (inc. VAT)

Check out Fees: From £120 (inc. VAT) as quoted by independent inventory clerks. Attending the property to undertake an updated Schedule of Condition based on the original inventory.

Deposit Dispute Service Fee: £120 (inc. VAT). The costs associated with the preparation of all evidence and submitting the case to the tenancy deposit scheme as well as dealing with all correspondence relating to the dispute. This only applies where the agent has protected the deposit.

Court Attendance Fees: £300 (inc. VAT) per day.

**Please ask a member of staff if you have any questions about our fees.**

**CLIENT MONEY PROTECTION:**



**INDEPENDENT REDRESS:**



[www.tpos.co.uk](http://www.tpos.co.uk)



**FINANCIAL CHARGES**

Interest on Unpaid Commission: 8% above the Bank of England Base Rate from Due Date until paid.

Submission of Non-Resident Landlords receipts to HMRC £90 (inc. VAT) quarterly. To remit and balance the financial Return to HMRC on both a quarterly and annual basis.

**OTHER FEES AND CHARGES**

Vacant Property Management Fees: £120 (inc. VAT) per visit. To cover the costs associated with visiting the property to undertake visual checks on the inside and outside at a frequency mutually agreed with the landlord.

Deposit Transfer Fees: £60 (inc. VAT) per deposit. Should the landlord request any changes to a protected deposit during a tenancy, this covers the costs associated with legal compliance for said request.

Key Cutting: £36 (inc. VAT) plus cost. To have the required sets of keys made where the Landlord has not provided sufficient keys in accordance with the agreement.

Sale of the property to the tenant: 3% (inc. VAT) of the sale price.

Arranging and obtaining the Energy Performance Certificate (EPC) for up to 3 bedrooms: £90 (inc. VAT) plus £15 congestion charge if applicable.

Arranging and obtaining the Gas Safety Certificate: £100 (inc. VAT)

Any other services as requested by the Landlord: £72 (inc. VAT) per hour for a staff member and/or £180 (inc. VAT) per hour for a manager/director, plus cost.

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**CLIENT MONEY PROTECTION:**



**INDEPENDENT REDRESS:**

