

Agency Fees for Landlords

Rent collection **13.2% per annum (inc VAT)**

- Collect and remit the monthly rent received
- Pursue non-payment of rent and provide advice on rent arrears actions
- Agree collection of any shortfall and payment method
- Deduct commission and other works
- Provide tenant with method of payment
- Deduct any pre-tenancy invoices
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant)

Minimum fee £1,200 (inc VAT)

Fully managed **20.4% per annum (inc VAT)**

- Collect and remit the monthly rent received
 - Pursue non-payment of rent and provide advice on rent arrears actions
 - Deduct commission and other works
 - Advise all relevant utility providers of changes
 - Undertake property visits approximately every 6 months and notify landlord of the outcome
 - Arrange routine repairs and instruct approved contractors (providing two quotes)
 - Hold keys throughout the tenancy term
 - Make any HMRC deduction and provide tenant with the NRL8 (if relevant)
 - Negotiate with landlord and tenant any disbursement of the security deposit
 - Return deposit as agreed with landlord and tenant to relevant parties
 - Remit any disputed amount to Scheme for final adjudication
 - Instruct contractors; obtain quotes; organise repairs /replacement/cost of any broken or missing items
- Managed properties do not pay arrangement fees for items such as the gas safety report, clean, check out, etc. But will pay an 'Overseeing fee' for larger scale refurbishment work.

Minimum fee £1,800 (inc VAT)

Other Services included at no extra cost

- Agree the market rent and find a tenant in accordance with the landlord guidelines;
- Advise on refurbishment
- Provide guidance on compliance with statutory provisions and letting consents
- Carry out accompanied viewings (as appropriate)
- Market the property and advertise on relevant portals
- Erect board outside property in accordance with Town and Country Planning Act 1990
- Advise on non-resident tax status and HMRC (if relevant)

Other Items

Administration fee **£330 (inc VAT) per Tenancy**

- Contract negotiation (amending and agreeing terms) and arranging the tenancy and agreement
- Register landlord and tenant details and protect the security deposit with the Deposit Protection Service
- Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy

P.T.O.

Inventory Fee (landlords share) Variable

- Dependent on the number of bedrooms and/or size of the property and outbuildings

Arrangement Fee for works £42 (inc VAT)

- Arranging access and assessing costs with contractor
- Ensuring work has been carried out in accordance with the specification of works
- Retaining any warranty or guarantee as a result of any works

Additional property visits £42 (inc VAT)

Managed Properties

- To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit

Additional property visits £90 (inc VAT)

Non-Managed Properties

- To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit

Overseeing fee for refurbishments 15% of net cost

- Arranging access and assessing costs with contractor.
- Ensuring work has been carried out in accordance with the specification of works
- Retaining any warranty or guarantee as a result of any works

Renewal Fee (landlords share) £150 (inc VAT)

- Contract negotiation, amending and updating terms and arranging a further tenancy and agreement
- Review rent in accordance with current prevailing market condition and advise the landlord
- Negotiate with tenant
- Direct tenant to make payment change as appropriate
- Serve Section 13 Notice if tenancy is on a rolling monthly basis

Check Out fee (third party) £150 (inc VAT) approximately – depends on contractor

Arrangement fee (riverhomes) £42 (inc VAT) per check in

- Agree with tenant check out date and time appointment
- Instruct inventory provider to attend
- Arrange access for contractor
- Preparing an Inventory and Schedule of Condition of the property and taking meter readings for utilities and services.

IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK A MEMBER OF STAFF