

Tenant Introduction Service

One Month's Rent plus VAT (inclusive of VAT 9.99%)

- Agree the market rent and find a tenant in accordance with the landlord guidelines
- Advise on current market conditions and preparation of the property for letting
- Advise on refurbishment
- Provide guidance on compliance with statutory provisions and letting consents
- Erect board outside property in accordance with Town and Country Planning Act 1990
- Discuss non-resident tax status and HMRC (if relevant)
- Prepare property details, market the property and advertise on relevant portals
- Accompany prospective tenants on viewings
- Negotiate offers
- Carry out a full credit search on any prospective tenant via an independent credit referencing company
- Obtain references from employers, previous landlord and bank via an independent credit referencing company
- Collect one month's rent in advance, together with a security deposit equal to one and a half months rent
- David Cliff will register and log the tenants deposit in an approved scheme
- Prepare the tenancy agreement
- Provide tenant with method of payment
- Deduct commission and any pre-tenancy invoices
- Contact Landlord & Tenant prior to the end of tenancy to discuss renewal or termination
- Arrange for utilities and council tax to be registered under the tenants name
- Arrange Inventory & Check In/Check Out via an Independent Inventory Clerk

Rent Collection Service

10% plus VAT (inclusive of VAT 12%)

- Prepare property details, market the property and advertise on relevant portals
- Accompany prospective tenants on viewings
- Negotiate offers
- Carry out a full credit search on any prospective tenant via an independent credit referencing company
- Obtain references from employers, previous landlord and bank via an independent credit referencing company
- Collect one month's rent in advance, together with a security deposit equal to one and a half months rent
- David Cliff will register and log the tenants deposit in an approved scheme
- Prepare the tenancy agreement
- Receive and remit rent received as received
- Make any necessary HMRC deduction
- Prepare regular statements
- Operate rent arrears process should rent not have been received
- Provide advice on rent arrears actions, if applicable
- Provide tenant with method of payment
- Deduct commission and any pre-tenancy invoices
- Contact Landlord & Tenant prior to the end of tenancy to discuss renewal or termination
- Arrange for utilities and council tax to be registered under the tenants name
- Arrange Inventory & Check In/Check Out via an Independent Inventory Clerk
- The Landlord will be responsible for any arranging any maintenance works

Fully Managed Service

12% plus VAT (inclusive of VAT 14.4%)

- Prepare property details, market the property and advertise on relevant portals
- Accompany prospective tenants on viewings
- Negotiate offers
- Carry out a full credit search on any prospective tenant via an independent credit referencing company
- Obtain references from employers, previous landlord and bank via an independent credit referencing company
- Collect one month's rent in advance, together with a security deposit equal to one and a half months rent
- David Cliff will register and log the tenants deposit in an approved scheme
- Prepare the tenancy agreement
- Receive and remit rent received as received
- Make any necessary HMRC deduction
- Prepare regular statements
- Operate rent arrears process should rent not have been received
- Provide advice on rent arrears actions, if applicable
- Provide tenant with method of payment
- Deduct commission and any pre-tenancy invoices
- Contact Landlord & Tenant prior to the end of tenancy to discuss renewal or termination
- Arrange for utilities and council tax to be registered under the tenants name
- Arrange Inventory & Check In/Check Out via an Independent Inventory Clerk
- Hold keys throughout the tenancy
- Quarterly property inspections
- Arrange routine repairs and instruct approved contractors (to a maximum of £600)
- Approve supplier invoices
- Arrange Gas Safety Record, Electrical Installation Condition Report and Portable Appliance Testing, Smoke Alarms & CO monitors
- Arrange pre-tenancy cleaning
- 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 the Deposit Protection Service for final adjudication
- Unprotect security deposit
- You will have no contact with the tenant, and everything will go through us as your agent

Additional optional and non optional fees & charges	Fee excl. VAT	Fee inc. VAT
Service of notices		
Serve Section 13 Notice	£40	£48
Serve Section 21 Notice (included with management service)	£40	£48
Court attendance per hour	£100	£120
Interest on unpaid commission or other monies % above the base rate of Bank of England	4%	4%
Copies of remittance advices	£25 per copy	£30 per copy
Arrangement fee for works or refurbishment over £1000	10% of net cost	12% of net cost
Insurance claims	£100 per hour	£120 per hour
Abortive tenancy fee	£200	£240
Obtaining more than two contractor quotes (per quote)	£40	£48
Further preparation of any documents for DPS Claim	£100	£120
Tenancy renewal fee (landlords share)	£100	£120
Additional property visits	£40	£48
EPC (Energy Performance Certificate)	-	£85
Submission of non-residential landlords receipts to HMRC (to remit and balance the financial return to HMRC quarterly & respond to any specific queries)	£100 quarterly	£120 quarterly

Inventory 'make' fee ranging from £115 inc. VAT to £246 inc. VAT

Inventory 'check out' fee ranging from £105 inc. VAT to £240 inc. VAT (tenant pays for check in)

Set Up Fee: £160 plus VAT (inclusive of VAT £192)

Applicable to Rent Collect & Fully Managed Service Only

- Agree the market rent and find a tenant in accordance with the landlord guidelines
- Advise on current market conditions and preparation of the property for letting
- Advise on refurbishment
- Provide guidance on compliance with statutory provisions and letting consents
- Erect board outside property in accordance with Town and Country Planning Act 1990
- Discuss non-resident tax status and HMRC (if relevant)

Debit/Credit Card Fee

If the fees/charges are paid via a credit card there is a standard charge of 2% for card processing associated to the payment total. Debit cards carry no charge.

If you would like any assistance calculating the fees or for more information with connection to the above, please contact our lettings department on: **0118 989 9770**.