

# LANDLORD FEES AND SERVICE SCHEDULE

## Let + Rent Collection

We believe that when you are paying for a Let + Rent Collection service then you want an Agent who will find you a tenant, sort out all the paperwork and money, and get them moved in. We then collect the rent and you deal with the day to day repairs and maintenance. This service should be delivered for a simple fee without hidden extras. Well for us it's all in, clear and easy prices so you know exactly what you are paying and with no compromise on service!

Common additional charges that are all included as part of our package include;

|                                     |    |
|-------------------------------------|----|
| Set up / Administration fee         | £0 |
| Referencing / Right to rent checks  | £0 |
| Tenancy Agreement                   | £0 |
| Protection of the Tenancy Deposit   | £0 |
| Inventory and Schedule of Condition | £0 |
| Check in                            | £0 |
| Tenancy Renewals                    | £0 |

### Commission / Fee:

|        |                |
|--------|----------------|
| Year 1 | 15% inc. VAT   |
| Year 2 | 7.5 % inc. VAT |

(and every year thereafter for the remainder of that Tenants Occupation)

Minimum fee – year 1 £1080 (inc. VAT)

Minimum fee – year 2 £840 (inc VAT)



It's important to us to build good long-term working relationships, and that's why if your Tenants stay on after the initial 12 months we are able to discount your fee.

See our full schedule below for details of all services included.

Sometimes there are circumstances that would give rise to additional services where we may charge a fee. For the full breakdown please see the **additional information and fees sheet**.

It is worth a note, **we do not add commission or fees to our contractors' invoices** for routine maintenance and repairs, for example the cost of an EPC with us is usually £66. You only pay the invoice that we receive from the contractor. No admin fee is applied by us and no commission is taken from the contractor. This helps to keep your costs and outgoings as low as possible.

Our packages can be tailored to your specific needs. Please contact us to arrange a consultation and to discuss your individual requirements.



# Let + Rent Collection Services

## At the Start

Discuss the rental market and demand in the area and agree the rental marketing price

Ensure compliance with statutory provisions

Provide advice on preparing the property for lettings

Market the property on Rightmove Zoopla and Prime Location

Produce full written property particulars, including photographs and a floor plan

Erect a board in line with the Town and Country Planning Act 1990

Carry out accompanied viewings

Provide regular feedback on viewings and interest in the property

Undertake an initial assessment of potential Tenants when making a pre tenancy application

Instruct independent references covering credit history, employment, income and previous landlords.

Undertake Right to Rent checks

Draft an Assured Shorthold Tenancy Agreement tailored to you and your property

Collect and protect the Tenancy Deposit in line with statutory requirements

Collect first months rent prior to occupation

Provide the Tenant with statutory information, such as gas safety certificates, how to rent guide, EPC and deposit details 'Prescribed Information'

Provide an Inventory and Schedule of Condition

Undertake 'check in'

Advise utility providers and local authority of new occupation

## **During the Tenancy**

Collect and remit the monthly rent

Provide monthly statements for the rent received

Prepare a renewal of the Tenancy Agreement at the end of each year

Update Right to Rent Checks where required

Hold Keys

## **End of the Tenancy**

Arrange a date and time for the 'check-out'

Advised the Tenancy Deposit Scheme of any deductions or instruct them to return the deposit in full

Re market the property (see above)

Our full Terms of Business are available on request. If you would like to discuss any of the aspects of our service or to arrange a consultation, then please contact us on 01483 276565.

