

### LETTINGS SERVICE:

- Visiting your Property to provide a rental assessment
- Marketing the Property
- Conducting the Viewings with prospective Tenants
- Negotiating a Tenancy between yourself and prospective Tenants
- Taking a Holding Deposit which demonstrates both the Landlord and the Applicant's commitment to enter in an agreement subject to contract and references
- Taking references for the Tenant(s) and Guarantor(s) as applicable (Please refer to the Schedule of Fees in Part B to see if this will be at your expense)
- Creating and arranging for the tenancy agreement to be signed by both parties
- Arranging for an Inventory and Schedule of Condition to be created (at your expense)
- Collecting the first instalment of rent from the Tenant(s)
- Registering the Deposit with a Government approved deposit scheme or holding the tenancy deposit where the tenancy is not an assured shorthold agreement .
- Accounting to you with a statement for the first instalment of rent paid by the Tenant
- Negotiating any renewal of the tenancy at the end of the fixed term or during a periodic agreement (Commissions and fees are applicable)
- Ensuring all of the safety paperwork e.g. Gas Safety certificate, Electrical safety checks etc. is in place for the commencement of the tenancy (any safety checks will be at your expense)
- Checking all of the Applicant Right to Rent documents at the commencement of the initial tenancy term for the proposed occupants.

**12% of rent (inc VAT)**

### RENT COLLECTION:

- All services in LETTINGS SERVICE plus below
- Arranging for the Tenant(s) to set up a standing order payable to us on your behalf (other service levels)
- Arranging for the Tenant to make regular payments in accordance with their tenancy agreement
- Chasing rent arrears
- Calculating late interest charges on arrears over 14 days
- Accounting to you throughout the term of the tenancy occupation with a statement of rent paid, invoices paid on your behalf and our fees / commissions

**14.4% of rent (inc VAT)**

### FULLY MANAGED:

- All services in LETTINGS SERVICE and RENT COLLECTION plus below.
- Informing the utility providers (gas, electric & water) and notify local council of your new Tenant's details (where applicable)
- Holding a set of keys for the duration of our agreement
- Property Visits during the first 6-monthly basis
- Recording renewal dates for safety records and arranging for renewal checks (All safety checks are at your expense)
- Arranging repairs and maintenance as required at the Property and accounting to you accordingly on your statement
- Obtaining two estimates for maintenance likely to be over £250.00 inc. VAT
- Applying for property licence on the landlords behalf (licence cost at your expense)
- Registering the deposit in an approved scheme
- Liaising with your Tenant regarding all matters in relation to the tenancy you have in place with them under our Management Service
- Serving a standard notice to end the tenancy agreement at the end of the fixed term or during a periodic tenancy (not for rent arrears or any other breach of the tenancy agreement)
- Arranging a check out at the Property with your Tenant (Please refer to the Schedule of Fees in Part B to see if this will be at your expense)
- Obtaining quotes for any work required / identified as dilapidations or for those which are your responsibility
- Informing your Tenant and negotiating any potential deductions from the Tenancy Deposit
- Administering the agreed return of the deposit via The Deposit Protection Service or directly from our client account

**18% (inc VAT)**

## Additional fees and charges

### Tenant and Guarantor Referencing Fees\*

(Please note that this fee may be included in your Tenancy Arrangement and Preparation cost if not price is quoted here)

- Management Service: - Included in your service level
- Rent Collection Service: - Included in your service level
- Letting Service: - Included in your service level

### Tenancy Arrangement and Preparation

To include preparing the tenancy agreement, providing a sample copy to your prospective Tenant, taking a Holding Deposit to show commitment to wish to enter into an agreement (subject to contract and references), arranging the Tenant's standing order (where applicable), accounting to you regarding the first rental paid less our fees and commission.

- Management Service: - Included in your service level
- Rent Collection Service: £300 inc VAT
- Letting Service: £300 inc VAT

### Preparation of Renewal Agreement

- Management Service: - Included in your service level
- Rent Collection Service: £250 inc VAT
- Letting Service: £250 inc VAT

### Providing Duplicate Statement(s)

- Letting Service: £50 inc VAT per

### Commission for Letting Service after the initial term of the tenancy has expired

- Letting Service: 9.6% inc VAT in the second year
- Letting Service: 7.2% inc VAT in the third year

### Dealing with dishonoured cheques or payments from either the Tenant or you

- Management Service: £60 inc VAT
- Rent Collection Service: £60 inc VAT
- Letting Service: £60 inc VAT

### Reporting to and making payments to HMRC for overseas Landlords without HMRC approval

- Management Service: £120 inc VAT
- Rent Collection Service: £120 inc VAT
- Letting Service: £120 inc VAT

### Additional work undertaken outside the scope of our agreement

- Management Service: £50 per hour inc VAT
- Rent Collection Service: £50 per hour inc VAT
- Letting Service: £50 per hour inc VAT

### Property Visits which include written report

- Management Service (in addition to those included in the standard service): £60 inc VAT
- Rent Collection Service: £100 inc VAT
- Letting Service: £100 inc VAT

### Fee for arranging refurbishment or building work contracts for works over £1000.00

- Management Service: 10% of the total net value of the contractors invoice (labour and materials) Our fee is inclusive of VAT.

### Seeking additional estimates for maintenance work over the two provided within our service

- Management Service: £50 inc VAT

### Float we will hold on account

- Management Service: Usually £250.00
- Rent Collection - N/A
- Letting Service - N/A

### Key Cutting Service (in addition to the cost of the key)

- Management Service: £12 inc VAT per key provided
- Rent Collection Service: £12 inc VAT per key provided
- Letting Service: £12 inc VAT per key provided
- Flat fee for Banham & security locks

### Charge where we have found a suitable Prospective Applicant and have proceeded with the application and you refuse their offer

- Management Service: One weeks rent
- Rent Collection Service: One weeks rent
- Letting Service: One weeks rent

### Statutory Declarations for the DPS

- Management Service: £60 inc VAT
- Rent Collection: £60 inc VAT
- Letting Service: £60 inc VAT

### Providing year end statements

- Management Service: £50 inc VAT per statement to a minimum charge of £50 inc VAT
- Rent Collection: £50 inc VAT per statement to a minimum charge of £50 inc VAT

### Other services

- Key Holding - £50 per annum (included in the standard management service)
- \*Under Multi – Agency Agreement – if progressed to referencing, referencing fees of £25 per applicant must be paid in advance
- Rent Protection Policy: Goodlord – Nil Excess as standard – payments of rent made until vacant possession is obtained – up to £100,000 legal cover – 75% of full rent for 2 months while property is vacant – pays IPT tax (12%) – cover starts from £250 per year. – Conditions apply
- Brent Council Licensing Scheme:  
From the 1st January 2015 and additional Wards added June 1st 2018, it is the legal requirement for Owners/Landlords to register their properties with Brent Council to obtain a relevant property license. For more information on Brent Councils Licensing Scheme please go to: <http://brent.gov.uk/prslicensing>  
Selective Licences: Properties in the Mapesbury, Kilburn, Queens Park, Kensal Green & Dudden Hill Wards
- ADR Process with the DPS - £180 + VAT - Collating and supplying the evidence to the DPS to support a Landlord Claim.