

LETTINGS SERVICE:

- Visiting your property to provide a rental assessment
- Marketing the property
- Conduction viewings with prospective tenants
- Negotiating a tenancy between the prospective tenant and yourself
- Taking a holding deposit which demonstrates commitment to enter into an agreement subject to contract and references
- Taking references from the Tenant(s) and Guarantor(s) as applicable, this is at the Landlords expense
- Creating and arranging a tenancy agreement to be signed by both parties
- Arranging an Inventory and Schedule of Condition, (execution at Landlords 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 period or during a periodic agreement (Commissions and fees applicable)

98% of first months' rent (inc VAT)

Minimum fee £900 inc VAT (Whichever is greater)

RENT COLLECTION:

- All services in LETTINGS SERVICE (if required) plus below
- Ensuring all of the safety paperwork (e.g. Gas Safety, EICR etc) is in place for the commencement of the tenancy (any safety checks at the expense of the Landlord)
- Arranging for the Tenant to set up a standing order made to Winkworth on your behalf
- Arranging for the Tenant to make regular payments in accordance with their tenancy agreement
- 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

10.8% monthly rent (inc VAT)

FULLY MANAGED:

- All services in LETTINGS SERVICE and RENT COLLECTION plus below.
- Informing the utility providers and council tax of your new Tenants details
- Holding a set of keys for the duration of our agreement
- Providing property visits on a 6 monthly basis
- Recording renewal dates for safety records and arranging for renewal checks (at the Landlords expense)
- Arranging maintenance and repairs as required at the property and accounting to you accordingly on your statement up to £300 inc VAT
- Obtaining two estimates for maintenance likely to be over £250 inc VAT
- Liaising with your Tenant regarding all matters in relation to the tenancy you have in place with them under the Management Service
- Serving a standard notice to end the tenancy agreement at the end of the fixed term or during a periodic tenancy (not rent arrears or any other beach of the tenancy agreement)
- Arranging a check out at the property with your Tenant
- 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 deposit
- Administering the agreed return of the deposit via the TDS or directly from our client account

13.2% of the monthly rent (inc VAT)

Additional fees and charges

Tenant Referencing

- £66 inc VAT per tenant/ guarantor.

Tenancy Agreement 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.

- Let Only : £300 inc VAT
- Rent Collection: 30% inc VAT of first months rent.
- Management Service: 30% inc VAT of first months rent.

Preparation of renewal agreement

- Let Only: £180 inc VAT per renewal
- Rent Collection: £120 inc VAT per renewal
- Management Service: £120 inc VAT per renewal

Property Visits

- £96 inc VAT

Service of Section 21 Notice or Notice to Quit

- Let Only: £240 inc VAT
- Rent Collection: £144 inc VAT
- Management Service; £144 inc VAT

Charge when Winkworth have found a suitable applicant and have proceeded with application and landlord refuses the offer or imposes unacceptable conditions upon the tenant

- 36% of rental asking price inc VAT

Float to be kept on account

- Management Service Only: To be agreed with the Landlord, usually a minimum of £250.

Waiting at the Property

- £96 inc VAT per hour.

Reporting to and making payments to HMRC for overseas landlords without HMRC approval (per quarter)

- £90 inc VAT

Additional work undertaken outside of the scope of this agreement

- £86 inc VAT per hour.

Fee for arranging refurbishment or building work contracts for works in excess of £1,000

- Management Service: 10% of total net value of the contractors invoice inclusive of labour and materials and inclusive of VAT.

Seeking additional estimates for maintenance works over the two provided within the service

- Management Service: £60 inc VAT per additional estimate.

Fee for attending legal proceedings and court appearances

- £300 inc VAT per hour not including transport costs.

Additional Costs

- EPC: £112 inc VAT
- Gas Safety Check: £144 inc VAT
- EICR & Pat Test: £240 inc VAT
- Legionella Risk Assessment: TBC

Key Cutting Service

- £30 inc VAT + the cost of key per visit to key cutter.