Management Scale of Fees – Landlord

FULLY MANAGED SERVICE 18% inc VAT Commission of rent collected (or other % as agreed)

The following services are included within the FULLY MANAGED SERVICE:-

a) Arrangement of property inspection every 6 months.

b) Administering the general repair and maintenance of the property

c) Collecting all Rents and remitting to Landlord with statement including all income and expenditure.

d) Pursue non-payment of rent and provide advice on rent arrears actions

e) Advise all relevant utilities providers of changes and arrange payments of bills

f) Organizing annual Gas Safety Inspections (the cost of the gas safety is not included)

g) Deposit registration with a government authorised scheme. Provide the tenants with Prescribed Information within 30 days of tenancy start date.

ADDITIONAL CHARGES: All properties

Making 'cash' purchase on landlord's behalf	Cost of purchase plus £5 administration fee (Excluding VAT, charged on full amount)
Administering paperwork in respect of recovery of unpaid rents, tenancy deposit disputes and other charges where legal action required, liaising with solicitors etc.	£90 Including VAT per hour subject to a minimum fee by prior agreement.
Giving Court evidence on recovery of unpaid rents or other charges.	£120 Including VAT per hour subject to a minimum fee by prior agreement
Attending Court or Tribunal Hearings	£120 Including VAT per hour, subject to a minimum fee by prior agreement.
Arranging insurance policy and policy renewals, dealing with insurance claims.	£90 Including VAT per hour, subject to a minimum fee by prior agreement. No charge for arranging renewals where commission received in accordance with the DPB License scheme
Provision of Tax, VAT, Year End Accounts annual summary and any other specific requests for information not included in the above.	£90 Including VAT per hour subject to a minimum fee by prior agreement.
Fees relating to non-routine maintenance, such as major repairs and / or refurbishments	Based on a % Plus VAT of the works by prior agreement.

ADDITIONAL CHARGES: Residential Lettings

New letting – Fully managed properties. Includes marketing, viewings, identity / immigration / visa confirmation, arranging reference check(s) (additional fee detailed below - undertaken by a third party), arranging Inventory*, contract negotiation, arranging the tenancy agreement, undertaking the conveyancing and registering deposit.	£400.00 Including VAT per letting *The inventory is undertaken by a third party and is charged at cost price.
Tenancy Agreement conveyancing for Non-Managed Properties (tenancy agreement only, does not include tenant find, identity or residential status checks, inventory, referencing or registering the deposit.	£300.00 Including VAT per letting
New letting – Non managed properties. Includes marketing, viewings, identity, immigration and visa confirmation, arranging reference check(s) (additional fee detailed below - undertaken by a third party), arranging Inventory*, contract negotiation, arranging the tenancy agreement and undertaking the conveyancing.	£500.00 Including VAT per letting *The inventory is undertaken by a third party and is charged at cost price.
Reference fees – tenant (per person over 18)	£50 Including VAT per person
Reference fees – Guarantor	No charge for first reference. £50 Including VAT for and additional reference.
Deposit Registration Fee	£48 Including VAT (no charge for full management service)
Existing Tenancy Renewal	£54.00 Including VAT per renewal
Check Out Fee (at end of tenancy)	£90 Including VAT
Applying to Rent Service for Registration of Fair Rents	£108.00 Including VAT per application
Service of Legal Notices as instructed	£54.00 Including VAT per notice
Overseeing remedial work required following Electrical Installation Condition Report (EICR)	£90.00 Including VAT

Client Money Protection provided by RICS Clients Money Protection Scheme

Redress Scheme Property Redress Scheme