



# FEES TO: LANDLORDS

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CLIENT MONEY PROTECTION  
(CMP) PROVIDED BY: ARLA



INDEPENDENT REDRESS  
PROVIDED BY: TPOs



## LEVEL OF SERVICE OFFERED:

Tenant Find Service	Rent collection: 8.4% of rent (Inc VAT)	Fully managed: 10.8% of rent (Inc VAT)
<p>Calculated on the basis of 2 weeks of the agreed rent - Example:- Rent agreed of £1000 per calendar month multiply by 12 then divide by 52 then multiply 2 weeks equals £461.53 add VAT at 20% (£92.30) total fee £553.83 (inc VAT)</p> <p>INCLUDES:</p> <ul style="list-style-type: none"> <li>Sourcing of suitable tenant</li> <li>Collect and remit initial months<sup>2</sup> rent payment</li> <li>Provide tenant with method of payment</li> <li>Deduct any pre-tenancy invoices (relevant)</li> </ul>	<p>7% fee deducted on monthly basis on receipt of rent - Example:- Rent received of £1000 per calendar month multiply by 7% equals £70.00 add VAT at 20% (£14.00) total monthly fee £84.00 (inc VAT)</p> <p>INCLUDES:</p> <ul style="list-style-type: none"> <li>Sourcing of suitable tenant</li> <li>Collect and remit the monthly rent received</li> <li>Deduct commission and any other services</li> <li>Pursue non-payment of rent and provide advice on rent arrears actions</li> </ul>	<p>9% fee deducted on monthly basis on receipt of rent - Example:- Rent received of £1000.00 per calendar month multiply by 9% equals £90.00 add VAT at 20% (£18.00) total monthly fee £108.00 (inc VAT)</p> <p>INCLUDES:</p> <ul style="list-style-type: none"> <li>Includes all as per Rent Collection Service</li> <li>Undertake one inspection visit per annum and notify landlord of the outcome</li> <li>Arrange routine repairs and instruct approved contractors</li> </ul>

## ADDITIONAL NON-OPTIONAL FEES AND CHARGES (IRRESPECTIVE OF LEVEL OF SERVICE):

Inventory Fee (Landlords share) - Dependent on the number of bedrooms and/or size of the property

UNFURNISHED

- Studio flat - £80.40 (inc VAT)
- 1 bedroom - £96.00 (inc VAT)
- 2 bedrooms - £144.00 (inc VAT)
- 3 bedrooms - £168.00 (inc VAT)
- 4 bedrooms - £198.00 (inc VAT)

PART/FURNISHED

- Studio flat - £96.00 (inc VAT)
- 1 bedroom - £144.00 (inc VAT)
- 2 bedrooms - £180.00 (inc VAT)
- 3 bedrooms - £204.00 (inc VAT)
- 4 bedrooms - £240.00 (inc VAT)



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Initial Deposit Registration Fee: £48.00 (inc VAT)  
Register landlord and tenant details and protect the security deposit with a Government-authorised Scheme  
Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy

Annual Tenancy Deposit Scheme Fee:- £48.00 (inc VAT)

Preparation of Tenancy Agreement:- £90.00 (inc VAT)  
Drafting the agreement and negotiating any additional clauses  
Executing agreement, providing copies to Tenant and Landlord

Additional property visits: £30.00 (inc VAT)  
To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit

Arrangement Fee for works:- 12% (inc VAT) - Example:- Net invoice £75.00 multiple by 10% equals £7.50 to add making total net invoice £82.50 add VAT at 20% (£16.50) total invoice £99.00 (inc VAT)  
Arranging access and assessing costs with contractor;  
Ensuring work has been carried out in accordance with the specification of works  
Retaining any warranty or guarantee as a result of any works  
Settled contractors invoice from rent received

Arrangement of Annual Gas Safety Check: £90.00 (inc VAT)

Arrangement of Energy Performance Certificate £102.00 (inc VAT)

Change of Tenant/Renewal Fee (landlords share) £90.00 (inc VAT)  
Contract negotiation, amending and updating terms and arranging a further tenancy and agreement

Checkout Fee (landlords share) £60.00 (inc VAT)  
Instruct inventory provider to attend  
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 Scheme for final adjudication  
Unprotect security deposit  
Instruct contractors; obtain quotes; organise repairs /replacement/cost of any broken or missing items  
Assist with completion of documents for a dispute raised to the Tenancy Deposit Scheme (if applicable)

Court Attendance £60.00 (inc VAT) per hour

IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK A MEMBER OF STAFF



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