

FEES TO: LANDLORDS

<http://worcester.cjhole.co.uk>



CLIENT MONEY PROTECTION (CMP) PROVIDED BY: **NALS**

INDEPENDENT REDRESS PROVIDED BY: **TPOs**



LEVEL OF SERVICE OFFERED:

| Tenant find: 90% of rent of rent (Inc VAT) | Rent collection: 12% of rent of rent (Inc VAT) | Fully managed: 15% of rent of rent (Inc VAT) |
|---|--|--|
| <p>Includes</p> <ul style="list-style-type: none"> • Collect and remit initial months' rent received • Agree collection of any shortfall and payment method • Provide tenant with method of payment • Deduct any pre-tenancy invoices • Make any HMRC deduction and provide tenant with the NRL8 (if relevant) | <p>Includes</p> <ul style="list-style-type: none"> • Collect and remit the monthly rent received • Deduct commission and other works • Arrangement payments from rental for statutory requirements • Pursue non-payment of rent and provide advice on rent arrears actions | <p>Includes</p> <ul style="list-style-type: none"> • Collect and remit the monthly rent received • Pursue non-payment of rent and provide advice on rent arrears actions • Deduct commission and other works • Advise all relevant utility providers of changes • Undertake two inspection visits per annum and notify landlord of the outcome • Arrange routine repairs and instruct approved contractors (providing two quotes) • Hold keys throughout the tenancy term |

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

- Setup Fee (Landlords Share): £60% of first months rent (inc VAT)
- Agree the market rent and find a tenant in accordance with the landlord guidelines;
 - Advise on refurbishment
 - Provide guidance on compliance with statutory provisions and letting consents
 - Carry out accompanied viewings (as appropriate)
 - Market the property and advertise on relevant portals
 - Erect board outside property in accordance with Town and Country Planning Act 1990
 - Advise on non-resident tax status and HMRC (if relevant)

Inventory Fee (landlords share) £{{fee}}

Dependent on the number of bedrooms and/or size of the property and outbuildings ... (continued)





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

- Deposit Registration Fee: £Included in set-up (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
- Additional property visits: £60 (inc VAT)
 - To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit
- Submission of non-resident landlords receipts to HMRC: £N/A (inc VAT) quarterly
 - To remit and balance the financial return to HMRC quarterly – and respond to any specific query relating to the return from the landlord or HMRC
- Arrangement Fee for works over £500: 12% of net cost
 - 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
- Arrangement fee for refurbishments over £500: 12% of net cost
 - 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
- Obtaining more than two contractors quotes: £N/A (inc VAT) per quote
- Rent Review Fee: £Included (inc VAT)
 - Review rent in accordance with current prevailing market condition and advise the landlord
 - Negotiate with tenant
 - Direct tenant to make payment change as appropriate
 - Update the tenancy agreement
 - Serve Section 13 Notice if tenancy is on a rolling monthly basis
- Renewal Fee (landlords share): £60 (inc VAT)
 - Contract negotiation, amending and updating terms and arranging a further tenancy and agreement
- Checkout Fee (landlords share): £60 (inc VAT)
 - Agree with tenant check out date and time appointment
 - 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
- Court Attendance: £180 (inc VAT) per hour

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