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CLIENTMONEYPROTECTION
(CMP)PROVIDEDBY:ARLA



INDEPENDENTREDRESS
PROVIDED BY: TPOs



FEES TO: LANDLORDS

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

LEVEL OF SERVICE OFFERED:

Tenant find: 78% of rent (Inc VAT)	Rent collection: 10.8% of rent (Inc VAT)	Fully managed: 12% of rent (Inc VAT)
INCLUDES: • 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)	INCLUDES: • 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 • Inventory Report – Schedule of Condition	INCLUDES: • 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 • Inventory Report – Schedule of Condition

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

- Setup Fee (Landlords Share): £360 (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 Report – Schedule of Condition [Tenant Find only]

£108 (inc. Vat)

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

Deposit Registration Fee:	No Charge
- 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:	£30 (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 over £1500:	10% 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 £1500	10% 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	£30 (inc. VAT) per
Rent Review Fee	£12 (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	
Checkout Fee (landlords share) [Tenant Find Only]	£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	£120 (inc. VAT) per hour
Withdrawal of property/tenancy before tenancy has commenced but after holding deposit has been taken and referencing commenced	£120 (inc. VAT)
Termination of Rent collection or Fully managed service during tenancy	£780 (inc. VAT)
IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK A MEMBER OF STAFF	



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