

# FEES TO: LANDLORDS

IS AN ARLA LICENSED MEMBER  
WWW.ARLA.CO.UK

CLIENT MONEY PROTECTION  
(CMP) PROVIDED BY: ARLA



INDEPENDENT REDRESS  
PROVIDED BY: TPOs



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## OPTION A - FIND A TENANT:

10% (Inc. Vat) of the annual rent payable on check in. Reduced by 25% for year 2 and 50% for all future years (these future years fees do not apply if you also opt for our RENT COLLECTION or FULLY MANAGED SERVICE).

### INCLUDES:

- Advice on refurbishment
- Provide guidance on compliance with statutory provisions at point of tenancy
- Erect board outside the property
- Provide guidance on non-resident tax status and HMRC (if relevant)
- Preparation of the property details including floor plans and professional photos
- Advertising and promoting the property until a Tenant is found
- Carry out Tenant right to rent checks
- Accompany prospective Tenants on viewings of the property
- Negotiate offers including the terms of the let
- Where possible we will obtain references for the proposed Tenants from employers and previous Landlords, as well as credit check through an independent company
- Handling initial monies, including first month's rent and deposit
- Prepare a Tenancy Agreement and supporting documents
- Provide the Tenant with the Landlord's designated bank account details for future rental payments
- Organise an Inventory and Check In
- Contact Landlord and Tenant prior to the end of the tenancy to discuss renewal or termination

### EXAMPLE:

Rent £1000 pcm/£12,000 pa  
First year = £1200 (Inc Vat)  
Second year = £900 (Inc Vat)  
All future years = £600 (Inc Vat)

The future years fees will include our rent review and renewal service but will be payable whether or not we are instructed to act on your behalf.

## OPTION B - FIND A TENANT AND RENT COLLECTION:

Initial one-off Find a Tenant fee reduced by 50%, subject to a minimum of £600 (Inc. Vat) + 13.8% (Inc. Vat) of the monthly rent for the life of the tenancy.

### Everything you'll find in Find a Tenant, PLUS:

- Collect and remit the monthly rent received
- Robust system driven by state-of-the-art software to highlight any late rents
- Deduct commission and other works
- Arrange payments from rental for statutory requirements
- Pursue non-payment of rent and provide advice on rent arrears actions
- Offer a full facilitated support and monitoring service, should you decide the property requires major works and/or refurbishment at any time

### EXAMPLE:

Rent £1000 pcm/£12,000 pa

One off Find a Tenant fee = £600 (Inc. Vat) on check in.

Monthly Rent Collection fee + £138 (Inc. Vat) for the life of the tenancy.

## OPTION C - FIND A TENANT AND FULLY MANAGE THE TENANCY:

Initial one-off Find a Tenant fee reduced by 50%, subject to a minimum of £600 (Inc. Vat) + 18% (Inc. Vat) of the monthly rent for the life of the tenancy.

### Everything you'll find in Find a Tenant and Rent Collection, PLUS:

- Provide updates and advise on all new legislative changes and deal with these on your behalf during the tenancy
- Advise all relevant utility providers of changes
- Undertake two visits per annum and provide a Landlord report including photographs where required
- Arranging routine repairs using our approved contractors
- Hold keys throughout the tenancy
- Negotiate deposit returns at the end of the tenancy
- Provide your Tenant with 24-hour emergency out of hours support
- Offer a full facilitated support and monitoring service, should you decide the property requires major works and/or refurbishment at any time



### EXAMPLE:

Rent £1000 pcm/£12,000 pa

One off Find a Tenant fee = £600 (Inc. Vat) on check in.

Monthly Management fee + £180 (Inc. Vat) for the life of the tenancy.

THE FEES ABOVE WILL BE DUE 'FOR THE LIFE OF THE TENANCY' WHICH MEANS, AS LONG AS ONE PERSON FORMING THE TENANCY REMAINS IN THE PROPERTY.

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## ADDITIONAL OPTIONAL AND NON-OPTIONAL FEES AND CHARGES DEPENDANT ON CIRCUMSTANCES AND SERVICE LEVEL

		FIND A TENANT	RENT COLLECTION	FULLY MANAGED
<b>Deposit Administration and Registration</b>	Register the Tenant's deposit with the TDS in their custodial scheme for the life of the tenancy.	£72 (Inc.Vat)	£72 (Inc. Vat)	£0
<b>Service of Prescribed Legal Notice</b>	Serving a legal notice upon the Tenant.	£72 (Inc. Vat)	£72 (Inc. Vat)	£0
<b>Property Visits</b>	Visit the property during a tenancy and provide a Landlord report including photographs where required.	£90 (Inc. Vat)	£90 (Inc. Vat)	£0 for up to 2 visits per annum
<b>Deposit Negotiations</b>	Negotiating the deposit return at the end of the tenancy.	£180 (Inc. Vat)	£180 (Inc. Vat)	£0
<b>Deposit Dispute Fee</b>	Submit documentation in order to support a claim against the deposit to the TDS for their adjudication service.	£180 (Inc. Vat)	£180 (Inc. Vat)	£180 (Inc. Vat)
<b>Bridges Protect – Rent &amp; Legal Protection Service</b>	Your interest added to our Rent and Legal Protection insurance policy.	<i>Not available</i>	3.5% (Inc. Vat) of the monthly rent	3.5% (Inc. Vat) of the monthly rent
<b>Inventory Fee</b>	Instruct an independent clerk to prepare an inventory and schedule of condition report.	from £180 (Inc. Vat)	from £180 (Inc. Vat)	from £180 (Inc. Vat)
<b>Check Out Fee</b>	Instruct an independent clerk to conduct a check out using the inventory and schedule of condition report.	from £144 (Inc. Vat)	from £144 (Inc. Vat)	from £144 (Inc. Vat)
<b>Major/Refurbishment Works fee</b> (Works over £1000)	Agree a schedule of works and instruct two contractors to quote. Negotiate an acceptable position. Monitor the works throughout and provide feedback. Inspect works on completion and report to client before releasing payment.	12% (Inc. Vat) of net cost of works	12% (Inc. Vat) of net cost of works	12% (Inc. Vat) of net cost of works
<b>Void Works Fee</b>	Arranging works during a void period.	12% (Inc. Vat) of net cost	12% (Inc. Vat) of net cost	12% (Inc. Vat) of net cost
<b>Renewal Fee</b>	Contract negotiation, amending and updating terms to take into account all legislative changes as well as rent changes and arranging a further tenancy agreement.	<i>Included in future year's fees</i>	£160 (Inc. Vat)	£160 (Inc. Vat)
<b>Court Attendance</b>	£120 (Inc. Vat) per hour or £240 (Inc. Vat) per hour for a Director.	£120 or £240 (Inc. Vat) per hour	£120 or £240 (Inc. Vat) per hour	£120 or £240 (Inc. Vat) per hour
<b>Insurance Claims</b>	To assist with obtaining quotes and managing repairs that are subject to an insurance claim in respect of the property.	£120 (Inc. Vat) per hour	£120 (Inc. Vat) per hour	£120 (Inc. Vat) per hour
<b>Vacant Management</b>	Manage the property when it is vacant.	Min. £108 (Inc. Vat) per month	Min. £108 (Inc. Vat) per month	Min. £108 (Inc. Vat) per month
<b>Submission of non-resident Landlords</b>	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.	£120 (Inc. Vat) per quarter	£120 (Inc. Vat) per quarter	£120 (Inc. Vat) per quarter
<b>Sales Commission</b>	If a Tenant or any associated person introduced by us proceeds to purchase the Property we will charge a sales commission of the agreed sale price, upon completion.	1.5% (Inc. Vat)	1.5% (Inc. Vat)	1.5% (Inc. Vat)
<b>Abortive Tenancy</b>	In the event you abort a proposed tenancy during the move in process.	1st Years Find a Tenant Fee (A)	1st Years Find a Tenant Fee (A)	1st Years Find a Tenant Fee (A)
<b>Termination Fee</b>	In the event that you terminate the Rent Collection or Full Management service during a tenancy. This fee would also apply if you sell the property with the Tenant in residence.	One year's fees (Inc. Vat)	One year's fees (Inc. Vat)	One year's fees (Inc. Vat)
<b>Obtaining more than two contractor quotes</b>	Per additional quote.	£60 (Inc. Vat)	£60 (Inc. Vat)	£60 (Inc. Vat)

- Landlords will be provided with detailed statements showing them ALL deductions of fees or charges.
- Value added tax will be charged on all fees at the appropriate rate at the time of charging and all have been quoted including VAT.

- All client monies held by the Agent will be kept in a client account and no interest is payable.
- The Agent reserves the right to vary the quoted fee rates during the course of a tenancy by giving the Landlord 30 days written notice of the intention.

- If the Agent's fees and expenses cannot be deducted from the rent, they will issue a payment request to the Landlord payable in cleared funds within 7 days of issue.

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