



# FEES TO: LANDLORDS

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



INDEPENDENT REDRESS  
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## LEVEL OF SERVICE OFFERED:

Tenant find: 7.5% of rent (Inc VAT)	Rent collection: 7.5% of rent (Inc VAT)	Fully managed: 10% of rent (Inc VAT)
<p><b>INCLUDES:</b></p> <ul style="list-style-type: none"> <li>• Collect and remit initial months' rent received</li> <li>• Agree collection of any shortfall and payment method</li> <li>• Provide tenant with method of payment</li> <li>• Deduct any pre-tenancy invoices</li> <li>• Make any HMRC deduction and provide tenant with the NRL8 (if relevant)</li> </ul>	<p><b>INCLUDES:</b></p> <ul style="list-style-type: none"> <li>• Collect and remit the monthly rent received</li> <li>• Deduct commission and other works</li> <li>• Pursue non-payment of rent and provide advice on rent arrears actions</li> <li>• Make any HMRC deduction and provide tenant with the NRL8 (if relevant)</li> </ul>	<p><b>INCLUDES:</b></p> <ul style="list-style-type: none"> <li>• Collect and remit the monthly rent received</li> <li>• Pursue non-payment of rent and provide advice on rent arrears actions</li> <li>• Deduct commission and other works</li> <li>• Advise all relevant utility providers of changes</li> <li>• Undertake two inspection visits per annum and notify landlord of the outcome</li> <li>• Arrange routine repairs and instruct approved contractors (providing two quotes)</li> <li>• Hold keys throughout the tenancy term</li> <li>• Make any HMRC deduction and provide tenant with the NRL8 (if relevant)</li> </ul>

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

<p>Setup Fee (Landlords Share):</p> <ul style="list-style-type: none"> <li>• Agree the market rent and find a tenant in accordance with the landlord guidelines;</li> <li>• Advise on refurbishment</li> <li>• Provide guidance on compliance with statutory provisions and letting consents</li> <li>• Carry out accompanied viewings (as appropriate)</li> <li>• Market the property and advertise on relevant portals</li> <li>• Erect board outside property in accordance with Town and Country Planning Act 1990</li> <li>• Advise on non-resident tax status and HMRC (if relevant)</li> </ul>	£600 (inc VAT)
<p>Inventory Fee (landlords share) Dependent on the number of bedrooms and/or size of the property and outbuildings</p>	See attached Schedule ...(continued)

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

Deposit Registration Fee:	£50 (inc VAT)
<ul style="list-style-type: none"> <li>Register landlord and tenant details and protect the security deposit with a Government-authorised Scheme</li> <li>Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy</li> </ul>	
Additional property visits:	£50 (inc VAT)
<ul style="list-style-type: none"> <li>To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit</li> </ul>	
Submission of non-resident landlords receipts to HMRC	£50 (inc VAT) quarterly
<ul style="list-style-type: none"> <li>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</li> </ul>	
Arrangement Fee for works over £500	10% of net cost
<ul style="list-style-type: none"> <li>Arranging access and assessing costs with contractor;</li> <li>Ensuring work has been carried out in accordance with the specification of works</li> <li>Retaining any warranty or guarantee as a result of any works</li> </ul>	
Arrangement fee for refurbishments over £1000	10% of net cost
<ul style="list-style-type: none"> <li>Arranging access and assessing costs with contractor;</li> <li>Ensuring work has been carried out in accordance with the specification of works</li> <li>Retaining any warranty or guarantee as a result of any works</li> </ul>	
Obtaining more than two contractors quotes	£25 (inc VAT) per quote
Rent Review Fee	£75 (inc VAT)
<ul style="list-style-type: none"> <li>Review rent in accordance with current prevailing market condition and advise the landlord</li> <li>Negotiate with tenant</li> <li>Direct tenant to make payment change as appropriate</li> <li>Update the tenancy agreement</li> <li>Serve Section 13 Notice if tenancy is on a rolling monthly basis</li> </ul>	
Renewal Fee (landlords share)	£100 (inc VAT)
<ul style="list-style-type: none"> <li>Contract negotiation, amending and updating terms and arranging a further tenancy and agreement</li> </ul>	
Checkout Fee (landlords share)	£75 (inc VAT)
<ul style="list-style-type: none"> <li>Agree with tenant check out date and time appointment</li> <li>Instruct inventory provider to attend</li> <li>Negotiate with landlord and tenant any disbursement of the security deposit</li> <li>Return deposit as agreed with landlord and tenant to relevant parties</li> <li>Remit any disputed amount to Scheme for final adjudication</li> <li>Unprotect security deposit</li> <li>Instruct contractors; obtain quotes; organise repairs /replacement/cost of any broken or missing items</li> </ul>	
Court Attendance	£50 (inc VAT) per hour

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

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