



John Goodwin is an **RICS** and **ARLA**
Licensed Member



#LOOKFORTHELOGO
WWW.ARLA.CO.UK/FIND-AGENT

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

INDEPENDENT REDRESS PROVIDED BY: **Ombudsman Services**

FEES TO: LANDLORDS

LEVEL OF SERVICE OFFERED:

FULL MANAGEMENT

We offer a Management Service which would incur a Set-Up Fee of £360.00 including VAT and a monthly charge from 12% of rents collected including VAT. Please enquire for a firm quotation.

RE-LET FEE: Subsequent lettings will be subject to a re-letting Set-Up Fee of £180.00 including VAT which will include the registration of the deposit to the TDS.

INCLUDES:

- Advertising and Marketing (first two adverts in local newspaper)
- To Let Board (if required)
- Accompanied viewings
- Interviewing prospective Tenants
- Credit Check
- Reference Check
- Tenancy Agreements
- Arrangement of Inventory (see below for pricing information)

Deposit registration

- Register Landlord and tenant details and protect the security deposit under TDS
- Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy

Rent Collection & Advice

- Providing monthly statements
- Deduct commission and other works
- Pursue non-payment of rent and provide advice on rent arrears actions

Property Inspections

- Undertake two inspection visits per annum and notify Landlord of the outcome

Maintenance

- Arranging repairs and maintenance (subject to approval)
- Providing two quotes if required

Rent review

- Review rent in accordance with current prevailing market condition and advise the landlord
- Negotiate rent increase with tenant
- Serve Section 13 Notice if tenancy is on a rolling monthly basis
- Direct tenant to make payment change as appropriate

Keys

- Hold keys throughout the tenancy term

Notice

- Serving Statutory Notices (as required)

Final inspection/checkout

- Agree with tenant check out date and time appointment (if required)
- 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

LET ONLY SERVICE

We offer a Let Only Service at a charge of half the first months' rent plus VAT with a minimum charge of £425.00 including VAT.

INCLUDES:

- Advertising and Marketing (first two adverts in local newspaper)
- To Let Board (if required)
- Accompanied viewings
- Interviewing prospective Tenants
- Credit Check
- Reference Check
- Tenancy Agreements

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

DEPOSIT REGISTRATION FEE:

£60.00 (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

INVENTORY, EPC, GAS SAFETY CERTIFICATE, LEGIONELLA RISK ASSESSMENT, SMOKE DETECTORS/CO DETECTORS

Fee available on request as this is carried out by External Providers and the cost is dependent on the individual property.

ADDITIONAL PROPERTY VISITS:

£72.00 (inc VAT)

- To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance linked visit

SUBMISSION OF NON-RESIDENT LANDLORDS RECEIPTS TO HMRC

£60.00 (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 OR REFURBISHMENTS OVER £1000:

12% (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

RENEWAL FEE (IF AT LANDLORDS REQUEST)

£180.00 (inc VAT)

- Contract negotiation, amending and updating terms and arranging a further tenancy and agreement

COURT ATTENDANCE

an hourly rate will be chargeable to the Landlord

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

