

Frost & Co Professional Lettings are licenced ARLA Propertymark Letting Agents and Members of the National Approved Lettings Scheme (NALS) www.nalsscheme.co.uk

Client Money Protection (CMP) Provided by: NALS
Independent Redress Provided by: TPOs

Landlord Fees

Tenant Introduction

**90% (inc VAT) of the monthly rental figure achieved
(equivalent to 75% of the monthly rental figures achieved + VAT)
(subject to a minimum fee of £720.00)**

Includes:

- Collection and remit of initial month's rent received
- Deduct any pre-tenancy invoices
- Provide tenant with method of payment for future rents
- Registration of the deposit (if requested)
- Provide guidance on compliance, safety certificates and arrange as necessary (for an additional cost)
- Arrange a professional Inventory (if requested and for an additional cost)

Rent Collection

9% inc VAT

(Equivalent to 7.5% of the monthly rent plus VAT)

Includes:

- Collection and remit of monthly rent received
- Deduct any pre-tenancy invoices
- Provide tenant with method of payment for future rents

Full Management

12% inc VAT

(Equivalent to 10% of the monthly rent plus VAT)

- Collection and remit of monthly rent received
- Pursue non-payment of rent and provide advice on arrears actions
- Deduct commission and other works
- Advise utility providers of changes
- Undertake property inspections ever quarter and forward report to the Landlord
- Arrange routine repairs and instruct approved contractors
- Hold keys throughout the tenancy

Additional Non-optional fees and charges – For Rent Collection and Full Management

Set up Fee £360.00 (inc VAT)

- Agree the market rent, advertise and market the property in accordance with the Landlord guidelines, erect a To Let board (if allowed) and list the property online
- Advise on refurbishment or any works required
- Provide guidance on compliance, safety certificates and arrange as necessary (for an additional cost)
- Arrange for a professional Inventory and check out (for additional cost)
- Register the Deposit with Mydeposits.co.uk
- Advise on non-resident tax status and HMRC (if relevant)

Additional Non-optional Fees

	Fees inclusive of VAT
Renewal Fee	£180.00
Use of own Tenancy Agreement/Tenancy amendment/ Additional clauses	£90.00
Administration of British Gas/Homeserve (or similar) insurance policies	£60.00 annually
Copy Tenancy Documents or Statements	Electronic £30.00
	Hard Copy £60
Key cutting	£120.00 plus cost of keys
Call out Fee (applies when meeting Landlord own tradespersons or delivery)	£120.00
Management/Arrangement of EPC, LGSR, Electrical Testing, LRA outside of Tenancy	£30.00 per job
Change of Landlord bank details	£90.00
Change of Landlord address including Service of Section 48 notice Service of Section 8 notice Service of Section 13 notice (rent increase) Service of Section 21 notice	£90.00
Arrangement of maintenance works over £500	12% of total cost of invoice
Surcharge for payments made by cash or cheque	£30.00
Rent Recovery Insurance	Available upon request
Inventory & Check out charges	dependant on the property size and furnishings
The Smoke and Carbon Monoxide Regulations – Alarm Testing	£30.00 inc VAT