

## OUR SERVICES AND FEES – All fees are inclusive of VAT

### Full Management

To include the advertising and marketing of the property, accompanied viewings and regular feedback, introducing a tenant and conducting the necessary credit checks and references, drawing up of tenancy documents, collection of monthly rents followed by a statement of account, registration of the deposit and day to day management of the property including regular inspections.

#### FEES DUE

12% of the monthly rent (equivalent of 10% of the rent plus VAT)

**Plus a set up fee of £360.00 to include:**

- Tenancy agreement
- Administration
- Registration of the deposit with My Deposits
- Booking of professional Inventory and Check out (charged separately)

### Rent Collection

To include the advertising and marketing of the property, accompanied viewings and regular feedback, introducing a tenant and conducting the necessary credit checks and references, drawing up of tenancy documents, collection of monthly rents followed by a statement of account and registration of the deposit.

**N.B. We will supply the tenants with your contact details for you to liaise directly relating to property maintenance issues.**

#### FEES DUE

9% of the monthly rent (equivalent of 7.5% of the rent plus VAT)

**Plus a set up fee of £360.00 to include:**

- Tenancy agreement
- Administration
- Registration of the deposit with My Deposits
- Booking of professional Inventory and Check out (charged separately)

### Tenant Introduction

To include the advertising and marketing of the property, accompanied viewings and regular feedback, introducing a tenant and conducting the necessary credit checks and references, drawing up of tenancy documents, collection of the first month's rent and deposit and registration of the deposit (if requested by you).

**N.B. We will supply the tenants with your contact details for you to liaise directly relating to property maintenance issues.**

#### FEES DUE

90% of the first months rent (subject to a minimum fee of £720.00)

(equivalent of 75% of the first months rent plus VAT)

Plus additional Inventory Fees

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**Inventory** – Depending of property size and furnishing – costs enclosed

**Renewal Fees** £180.00

Ahead of the expiry of the fixed term tenancy we will contact you to negotiate a renewal and draw up the renewal documents.

**N.B. This applies to all levels of service.**

**Landlord Gas Safety Certificate** £78.00

**EPC** £60.00

**Legionella Risk Assessment** – cost enclosed.

Please contact us to discuss your requirements further and arrange a market appraisal of your property, the services can be tailored to your requirements and fees adjusted accordingly (if necessary)

## ADDITIONAL NON-OPTIONAL FEES

	FEES INCLUSIVE OF VAT
Renewal Fee	£180.00
Use of own Tenancy Agreement/Tenancy amendment/ Additional clauses	£90.00
Copy Tenancy Documents or Statements	Electronic £30.00
	Hard Copy £60.00
Annual Accounting Statement	£90.00
Non Resident Landlord Tax Accounting	£60.00 per quarter
Key cutting	£120.00 plus cost of keys
Call out Fee (applies when meeting Landlord's own tradespersons or delivery)	£120.00
Management/Arrangement fee (e.g. EPC, LGSR, Electrical Testing, LRA additional visit)	£30.00
Arrangement of access for Landlord own Contractor	£30.00
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 by Frost & Co	£30.00
Deposit dispute – production and submitting evidence	£180.00

## INVENTORY AND CHECK OUT CHARGES

– Prices inclusive of VAT

Completed by professional, independent inventory clerks, Verismart Inventories

SIZE	UNFURNISHED	FURNISHED
Studio	£46.80	£58.80
1 bedroom	£58.80	£70.80
2 bedroom	£69.60	£81.60
3 bedroom	£80.40	£98.40
4 bedroom	£102.00	£126.00
5 bedroom	£126.00	£162.00
6 bedroom	£138.00	£198.00

N.B. some properties may incur an extra room charge (e.g utility room) £10 per room

Check Out fees are due at the end of the tenancy, deducted from the final rent payment for managed properties for Tenant Introduction Landlord's must pay at the time of booking.

## TESTIMONIALS

*I first met Katie Ticehurst of Frost and Co in September 2015. Since then she has managed my property and took on another property the following January.*

*Katie and her team have been very professional and helpful whenever I had to contact them about anything regarding my rental properties.*

*I have always had my rental money and statements on time every month.*

*Nothing is too much trouble to them. I would highly recommend them and the company they represent.*

**J Moxey**

*We have been using Frost Lettings for a number of years and thoroughly recommend them.*

**Mr & Mrs Trisconi**

*I have no hesitation in recommending Frost & Co.*

*The service we have received has been exceptional.*

*All the staff are helpful, open and honest in the advice given and they could not have been more proactive and professional on our behalf - we have always found them to be a pleasure to work with.*

*I cannot praise them enough for the help they have given us over the years. Not only have they always managed to let our property very quickly, but whenever we have needed advice on finding good tradesmen for occasional repairs, they have provided a prompt and efficient response. They are willing to go the extra mile that some other lettings agents don't seem to want to.*

*They give a genuinely personal service. I would highly recommend them.*

**Mr Foulkes**

## HOMES (FIT FOR HUMAN HABITATION) ACT 2018

The Homes Act became a legal requirement in March 2019 replacing Section 8 of the Landlord and Tenant Act 1985; with the purpose of improving living standards in private and social rental sectors.

Landlord's (and Agents) must ensure that properties are fit for human habitation at the beginning and throughout the duration of a Tenancy and Tenants will be able to take legal action if the Landlord/Agent does not comply with the Act.

In order to ensure your compliance a Risk Assessment must be completed prior to the commencement of Tenancy and acted upon immediately if a risk is highlighted.

The 29 HHSRS Risks are; Damp and Mould Growth, Excess Cold, Excess Heat, Asbestos (and manufactured mineral fibres), Biocides, Carbon Monoxide (CO) and fuel combustion products, Lead, Radiation, Uncombusted Fuel Gas, Volatile Organic Compounds (VOCs), Crowding and Space, Entry by Intruders, Lighting, Noise, Domestic Hygiene Pests and Refuse, Food Safety, Personal hygiene, sanitation and drainage, Water Supply, Falls associated with Baths, Falling on Level Surfaces, Falling on Stairs etc, Falling Between Levels, Electrical Hazards, Fire, Flames and Hot Surfaces, Collisions, Cuts and Strains, Explosions, Position and Operability of Amenities, Structural Collapse and Falling Elements.

**A Risk Assessment can be completed by Verismart Inventories at the time Inventory and charged as follows:**

The Housing Health and Safety Rating System Risk Assessment	£48.00 inc VAT
Gas Testing of Smoke and CO Alarms (in conjunction with HHSRS Risk Assessment)	£9.60 inc VAT per alarm
Legionella Risk Assessment	£78.00 inc VAT
Safety Pack (to include all of the above)	£108.00 inc VAT

More information can be found at: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/15810/142631.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/15810/142631.pdf)

## REPAIRS

**Landlord's have statutory responsibility for certain repairs under section 11 of the Landlord and Tenant Act 1985 relating to:**

- The structure and exterior of the dwelling, drains, gutters and external pipes.
- Installations in the dwelling for the supply of water, gas, electricity and sanitation.
- Space and water heating appliances.

## PRE-TENANCY SERVICES

We are able to oversee and manage minor maintenance to full property refurbishment prior to letting a property at a fee of 10% of the total invoice/s plus VAT.

Please ask us about this for more information.