

FEES TO: LANDLORDS

www.scriven.co.uk

LEVEL OF SERVICE

Scriven & Co offer two levels of management service in the form of “Part-managed” and “Full-Managed” Services. Essentially the difference between the two relates the reporting and rectification of maintenance items/issues. With part-management, the tenant contacts the landlord directly who in turn arranges the relevant repair. With full management, all maintenance items are reported directly to Scriven & Co, where our members of staff take instruction from the landlord and then arrange quotation, instruct tradesman, oversee the works, and then finally inspect the finished works prior to making payment. The charges relating to each service are detailed below

Stage One

- Advice on suitability and rental value
- Advise on non-resident tax status and HMRC (if relevant)
- Arranging Energy Performance Certificate
- Marketing through Midland Team offices
- Internet listing using the best property portals including scriven.co.uk, onthemarket.co.uk, teamprop.co.uk, rightmove.co.uk.
- Website compatible for iphone and android
- Newspaper Advertising (see charges schedule)
- Comprehensive mailing list
- Accompanied viewing service
- Insertion in the Letting Guide
- Hire of distinctive 'To Let' board
- Photo display in one of the largest display areas in the region

Stage Two

- Arrangement of Landlord's Gas Safety Check (excluding cost of check/test), if required
- Arrangement of NICEIC approved contractor's test (excluding cost of test and portable appliance test), if required

Stage Three

- Vetting of prospective tenants
- Financial vetting of prospective tenants
- Preparation of Tenancy Agreement
- Preparation of Check-in Schedule of Condition incl. Photographic Survey
- Taking initial meter readings (if accessible)

Stage Four

- Taking receipt of tenancy deposit on behalf of Landlord, held in accordance with the Terms & Conditions of the Tenancy Deposit Scheme (Insured Option)
- Setting up of Standing Order for payment of rent
- Implementing the Tenancy Agreement
- Notification relative to council tax
- Notification to water supplier
- Notification to utility companies

Stage Five

- Administration of Rent Collection
- Copies of current statements forwarded to advisors
- Rent review advice
- Administration of Landlord's Gas Safety Check renewals
- Administration of NICEIC Approved Contractor's Electric and Portable Appliance Test renewals
- Service of notice to terminate tenancy, if required

Stage Six

- Check-out condition assessment
- Check-out meter readings taken
- Administration of return of deposit subject to the terms & conditions of the Tenancy Deposit Scheme (Insured Option)
- Notification relative to council tax
- Notification to water supplier
- Notification to utility companies

FEES AND CHARGES (IRRESPECTIVE OF LEVEL OF SERVICE):

| | |
|-------------------------|--|
| SET-UP/INITIAL LET-FEE | £414.00 (inc VAT) |
| PART-MANAGEMENT SERVICE | 12.00% (inc VAT) of each months rent received. |
| FULL-MANAGEMENT SERVICE | 15.00% (inc VAT) of each months rent received |

Additional charges confirmed on following page...

ADDITIONAL NON-OPTIONAL FEES AND CHARGES

(IRRESPECTIVE OF LEVEL OF SERVICE):

- **Deposit Registration Fee:** £14.40 (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
- **Additional property visits:** £36.00 (inc VAT)

 - To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit
- **Court Attendance** £120.00 (inc VAT) per hour
- **Waiting time** £36.00 (inc VAT) per hour
- **Submission of non-resident landlords receipts to HMRC** £96.00 (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 (inc refurbishments) over £500.00:** 12.00% of net cost

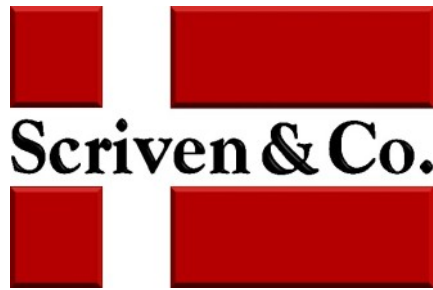
 - Arranging access and assessing costs with contractor;
 - Ensuring work has been carried out in accordance with the specification of works
 - Retaining any warranty or guarantee as a result of any works
- **Obtaining more than two contractors quotes** NO CHARGE
- **Replacement tenancy agreement** £120.00 (inc VAT)
- **Duplicate historic statements** £18.00 (inc VAT)
- **Rent Review Fee** £96.00 (inc VAT)

 - Review rent in accordance with current prevailing market condition and advise the landlord
 - Negotiate with tenant
 - Direct tenant to make payment change as appropriate
 - Update the tenancy agreement
- **Rent increases: Serving section 13(2)** £120.00 (inc VAT)
- **Rent registration/Notice of increase** £120.00 (inc VAT)
- **Renewal Fee (landlords share)** £96.00

 - Contract negotiation, amending and updating terms and arranging a further tenancy and agreement
- **Checkout Fee (landlords share)** NO CHARGE

 - Agree with tenant check out date and time appointment
 - 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
- **Insurance Valuation** £180.00 (inc VAT)
- **Emergency call-out fee (out of normal office hours)** £120.00 (inc VAT) for first hour. £60.00 (inc VAT) per half hour thereafter
- **Energy performance certificate** £90.00 (inc VAT)

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



Scriven & Co.

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CLIENT MONEY PROTECTION
PROVIDED BY: **RICS**



INDEPENDENT REDRESS
PROVIDED BY: **OS:P**



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