



CLIENT MONEY PROTECTION PROVIDED BY: **ARLA**  
INDEPENDENT REDRESS PROVIDED BY: **TPO**

## Fees to Landlords (Winchcombe Office):

### Rental services offered:-

- 1. Tenant find / Let Only: 100% of 1 month's rent** which Includes:
  - Advising on likely market rent
  - Advertising and marketing including all major websites
  - Accompanied viewings and meeting prospective tenants
  - Providing initial guidance on compliance with rental Regulations
  - Erecting a To Let board in accordance with Town and Country Planning Act 1990
  - Notification of non-resident tax status/HMRC (if relevant)
  - Collecting the initial 1 month's rent
  - Collecting and registering the 5 week dilapidation Deposit with an approved Deposit Scheme
  - Conducting the required Right to Rent checks

- 2. Fully Managed Service: 15% of each month's rent**

Comprehensive Service includes the Tenant find items listed above **PLUS:-**

- Rent collection and remittance to landlord every month
- Regular property Inspections and reports
- Arranging and co-ordinating general routine repairs and maintenance
- Arranging Rent Guarantee / Legal expenses Insurance (additional cost)
- Providing advice on all new legislation applicable to the rental sector
- Chasing tenants for any non-payment of rent
- Emailing landlord monthly statements detailing all rent and expenditure
- Rental market advice for reviewing rent levels. Providing advice in connection with arrears action
- Arranging and co-ordinating general routine repairs and maintenance
- Notifying relevant Utility providers of changes
- Holding keys throughout the tenancy
- Carrying out end of tenancy Inventory and condition checks
- Negotiating and authorising Deposit returns / deductions where appropriate

### Additional non-optional fees (irrespective of service)

#### Tenancy Agreement Fee: **£384**

Preparing a suitable tenancy agreement and required documents for signature

#### Tenancy Renewal Fee: **£120**

- Review rent in accordance with current market conditions and advise the landlord where appropriate
- Negotiate with tenant and landlord • Direct tenant to make rental payment changes as appropriate
- Update records and produce a new tenancy agreement and/or associated documents

#### Photographic Inventory/ Schedule of Condition Preparation Fee: **from £150**

Subject to size and number of bedrooms and whether furnished or unfurnished

#### Deposit Protection Fee: **£60 (included if fully managed)**

- Register landlord and tenant details and protect the deposit in a Government authorised scheme
- Issue the tenant with the Prescribed Information within 30 days of the start of the tenancy
- Retain Deposit Certificate on file

#### Energy Performance Certificate: **£108**

#### Court Attendance (if required) : **£60 p/hour**

#### Arrangement Fees

- Dealing with insurance claims, legal claims and other professional matters: **£108**
- Organising gas and/or electrical safety checks: (contractors cost plus **£10**)
- Providing Annual Statement for Non-Resident (overseas) landlords tax return for Inland Revenue: **£108**

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