



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

Fees to Landlords (Winchcombe Office):

Level of service offered

Tenant find / Let Only: 100% of 1 month's rent

Includes:

- Advising on market rent
- Advertising and marketing including 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 dilapidation Deposit with an approved Deposit Scheme
- Conducting Right to Rent check

Fully Managed Service: 15%

(% of gross rental value for the term of the let)

Service includes the Tenant find items listed above **plus:-**

- Rent collection and remittance
- Regular property Inspections and reports
- Providing advice on new legislation applicable to the rental sector
- Chasing tenants for any non-payment of rent
- Emailed landlord monthly statements detailing all rent and expenditure
- Rental market advice for reviewing rent levels. Provide 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: £282

Preparing a suitable tenancy agreement 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

Inventory/ Schedule of Condition Preparation Fee: from £98

Dependant on size and number of bedrooms and whether furnished or unfurnished

Deposit Protection Fee: £66

- 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**)

Preparing Annual Statement for Non-Resident (overseas) landlords tax return for Inland Revenue: £108