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CLIENT MONEY PROTECTION
 (CMP) PROVIDED BY: **ARLA**



INDEPENDENT REDRESS
 PROVIDED BY: **TPOs**



LEVEL OF SERVICE OFFERED:

Tenant find:10% of rent (+ VAT)*

INCLUDES:

- Collect and remit initial months' rent received
- Agree collection of any shortfall and payment method
- Provide tenant with method of payment
- Deduct any pre-tenancy invoices
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant)

*This fee is the maximum charge for tenant finding
 *We treat each property individually and are happy to discuss fees on a property to property basis

Rent collection:12% of rent(+VAT)*

INCLUDES:

- Collect and remit the monthly rent received
- Deduct commission and other works
- Arrangement payments from rental for statutory requirements
- Pursue non-payment of rent and provide advice on rent arrears actions

*This fee is the maximum charge for rent collection
 *We treat each property individually and are happy to discuss fees on a property to property basis

Fully managed:15% of rent (+VAT)*

INCLUDES:

- Collect and remit the monthly rent received
- Pursue non-payment of rent and provide advice on rent arrears actions
- Deduct commission and other works
- Advise council tax of changes
- Undertake a minimum of two inspection visits per annum and notify landlord of the outcome
- Arrange routine repairs and instruct approved contractors

*This fee is the maximum charge for fully managed service
 *We treat each property individually and are happy to discuss fees on a property to property basis

ADDITIONAL NON-OPTIONAL FEES AND CHARGES (IRRESPECTIVE OF LEVEL OF SERVICE):

Setup Fee (Landlords Share):

- included in the fully managed service
- Agree the market rent and find a tenant in accordance with the landlord guidelines;
- Advise on refurbishment
- Provide guidance on compliance with statutory provisions and letting consents
- Carry out accompanied viewings (as appropriate)
- Market the property and advertise on relevant portals
- Erect board outside property in accordance with Town and Country Planning Act 1990
- Advise on non-resident tax status and HMRC (if relevant)

Inventory Fee (landlords share)

Dependent on the number of bedrooms and/or size of the property and outbuildings

See attached Schedule

...(continued)

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FEES TO: LANDLORDS

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES (IRRESPECTIVE OF LEVEL OF SERVICE):

- Deposit Registration Fee: included in the fully management service level
 - 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: included in the fully management service level
 - To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit

- Submission of non-resident landlords receipts to HMRC included in the fully management service level
 - 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 over - included in the fully management service level
 - 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

- Arrangement fee for refurbishments over - included in the fully management service level
 - 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

- Rent Review Fee included in the fully management service level
 - 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
 - Serve Section 13 Notice if tenancy is on a rolling monthly basis

- Renewal Fee (landlords share) 10%- *to be negotiated prior to renewal
 - Contract negotiation, amending and updating terms and arranging a further tenancy and agreement

- Checkout Fee (landlords share) £80.00 - £160.00 (inc VAT)
 - Agree with tenant check out date and time appointment
 - Instruct inventory provider to attend
 - 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

- Court Attendance included in the fully management service level

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



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