

IS AN ARLA LICENSED MEMBER
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CLIENT MONEY PROTECTION
(CMP) PROVIDED BY: **ARLA**



INDEPENDENT REDRESS
PROVIDED BY: **TPOs**



LEVEL OF SERVICE OFFERED:

Tenant find: 12% of rent (Inc VAT)

INCLUDES:

- Extensive Marketing of your property
- Accompany prospective tenants on viewings until a suitable tenant is found
- Arrange for the landlord to meet with tenant(s) if required
- Carry out Full Referencing including guarantor if necessary.
- Discuss referencing results with landlord and agree a tenancy commencement date
- Provide Tenancy Agreement and Section 21 Notice
- Take first month's rent and six weeks security deposit (bond) from tenant and transfer to landlord minus our fee.

Rent collection: 15% of rent (Inc VAT)

INCLUDES:

- All Let Only Service Features.
- Arrange for the monthly rent collection from tenants normally by standing order direct into our clients account
- Make direct payments of rent to our clients bank account normally within 24 hours of receipt
- Provide monthly statements of account to the landlord, indicating what rents have been paid for each month of the tenancy
- Deal with all rent arrears matters by rent demands, chaser letters and negotiations
- If necessary provision of a Section 8 Notice for court purposes
- Option for our fees to be taken from each month's rent received (monthly).

Fully managed: 18% of rent (Inc VAT)

INCLUDES:

- All Let Only and Rent Collection Service Features as above
- Arrange for an up to date Landlords Gas Safety Certificate
- Arrange for an Inventory and Energy Performance Certificate
- Arrange change of billing for all Utilities including Gas, Electric, Water and Council Tax
- Deal with all maintenance issues from the tenant and subject to the landlords instructions, arrange for contractors to attend
- Carry-out quarterly inspections and provide a written report, if possible, signed by the tenant and forward to landlord
- Purchase a Rent Guarantee Insurance policy covering the first 12 months of the tenancy agreement which relates to rent arrears, all legal costs and arranging of the eviction of the tenants through the courts. (Policy excess of one months rent)

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

Setup Fee (Landlords Share):

£ No Charge (inc VAT)

- 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)

See attached Schedule

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

...(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:	£60.00 (inc VAT)
• Register landlord and tenant details and protect the security deposit with a Government-authorized Scheme	
• Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy	
Additional property visits:	£60.00 (inc VAT)
• To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit	
Submission of non-resident landlords receipts to HMRC	£120.00 (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 over £ No Charge:	Part of the Fully Managed Service Only.
• 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 £5000.00	7.5% 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 (inc VAT) per quote
Rent Review Fee included with Rent Collection & Full Management	£ No Charge (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	
• Serve Section 13 Notice if tenancy is on a rolling monthly basis	
Renewal Fee (landlords share)	12% (inc VAT)
• Contract negotiation, amending and updating terms and arranging a further tenancy and agreement	
Checkout Fee (landlords share)	£ No Charge (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	£120.00 (inc VAT) per hour

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



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