

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)	Rent collection 15% of rent (Inc VAT)	Fully managed: 18% of rent (Inc VAT)
<p>INCLUDES:</p> <ul style="list-style-type: none"> • 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) 	<p>INCLUDES:</p> <ul style="list-style-type: none"> • 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 	<p>INCLUDES:</p> <ul style="list-style-type: none"> • 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 all relevant utility providers of changes • Undertake two inspection visits per annum and notify landlord of the outcome • Arrange routine repairs and instruct approved contractors (providing two quotes) • Hold keys throughout the tenancy term

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

- Setup Fee (Landlords Share): N/A
- 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) £60.00 - 300.00 (inc VAT)
Dependent on the number of bedrooms and/or size of the property and outbuildings

...(continued)

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FEES TO: LANDLORDS

mill-hill.ellisandco.co.uk

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

Deposit Registration Fee:	£48.00 (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	N/A
• 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 £200:	12% 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	
Arrangement fee for refurbishments over £200	12% 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	N/A
Renewal Fee Renewal Fee Let Only 12.0% (Inc VAT) Rent Collection 15.0% (inc VAT Full Management 18.0% (inc VAT)	
• Contract negotiation, amending and updating terms and arranging a further tenancy and agreement	
Checkout Fee (landlords share)	N/A
• 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	£300.00 (inc VAT) per day

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

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