



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

INDEPENDANT REDRESS PROVIDED BY: **TPOs**



# FEES TO: LANDLORDS

<http://sidcup.ellisandco.co.uk>

## LEVEL OF SERVICE OFFERED:

Tenant find: 10% of rent (Inc VAT)	Rent collection: N/A of rent (Inc VAT)	Fully managed: 12% of rent (Inc VAT)
<p>Includes</p> <ul style="list-style-type: none"> <li>• Collect and remit initial months' rent received</li> <li>• Agree collection of any shortfall and payment method</li> <li>• Provide tenant with method of payment</li> <li>• Deduct any pre-tenancy invoices</li> <li>• Make any HMRC deduction and provide tenant with the NRL8 (if relevant)</li> </ul>	<p>Includes</p> <ul style="list-style-type: none"> <li>• Collect and remit the monthly rent received</li> <li>• Deduct commission and other works</li> <li>• Arrangement payments from rental for statutory requirements</li> <li>• Pursue non-payment of rent and provide advice on rent arrears actions</li> </ul>	<p>Includes</p> <ul style="list-style-type: none"> <li>• Collect and remit the monthly rent received</li> <li>• Pursue non-payment of rent and provide advice on rent arrears actions</li> <li>• Deduct commission and other works</li> <li>• Advise all relevant utility providers of changes</li> <li>• Undertake two inspection visits per annum and notify landlord of the outcome</li> <li>• Arrange routine repairs and instruct approved contractors (providing two quotes)</li> <li>• Hold keys throughout the tenancy term</li> </ul>

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

Setup Fee (Landlords Share):	60% of 18 months rent (inc VAT)
	<ul style="list-style-type: none"> <li>• Agree the market rent and find a tenant in accordance with the landlord guidelines;</li> <li>• Advise on refurbishment</li> <li>• Provide guidance on compliance with statutory provisions and letting consents</li> <li>• Carry out accompanied viewings (as appropriate )</li> <li>• Market the property and advertise on relevant portals</li> <li>• Erect board outside property in accordance with Town and Country Planning Act 1990</li> <li>• Advise on non-resident tax status and HMRC (if relevant)</li> </ul>
Inventory Fee (landlords share)	Managed £0 Non Managed £180
Dependent on the number of bedrooms and/or size of the property and outbuildings ... (continued)	



The logo for Ellis and Co, featuring the word "ellis" in a large, white, sans-serif font above the words "and co" in a smaller, white, sans-serif font, all set against a dark blue background with a red vertical bar on the right side.

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Deposit Registration Fee:	£30 (inc VAT)
<ul style="list-style-type: none"><li>• Register landlord and tenant details and protect the security deposit with a Government-authorised Scheme</li><li>• Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy</li></ul>	
Additional property visits:	No charge for FM (inc VAT)
<ul style="list-style-type: none"><li>• To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit</li></ul>	
Submission of non-resident landlords receipts to HMRC	£120 (inc VAT) quarterly
<ul style="list-style-type: none"><li>• 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</li></ul>	
Arrangement Fee for works over ARLA:	N/A of net cost
<ul style="list-style-type: none"><li>• Arranging access and assessing costs with contractor;</li><li>• Ensuring work has been carried out in accordance with the specification of works</li><li>• Retaining any warranty or guarantee as a result of any works</li></ul>	
Arrangement fee for refurbishments over	N/A of net cost
<ul style="list-style-type: none"><li>• Arranging access and assessing costs with contractor;</li><li>• Ensuring work has been carried out in accordance with the specification of works</li><li>• Retaining any warranty or guarantee as a result of any works</li></ul>	
Obtaining more than two contractors quotes	£48 (inc VAT) per quote
Rent Review Fee	TFO £180 FM £0 (inc VAT)
<ul style="list-style-type: none"><li>• Review rent in accordance with current prevailing market condition and advise the landlord</li><li>• Negotiate with tenant</li><li>• Direct tenant to make payment change as appropriate</li><li>• Update the tenancy agreement</li><li>• Serve Section 13 Notice if tenancy is on a rolling monthly basis</li></ul>	
Renewal Fee (landlords share)	£180 (inc VAT)
<ul style="list-style-type: none"><li>• Contract negotiation, amending and updating terms and arranging a further tenancy and agreement</li></ul>	
Checkout Fee (landlords share)	FM £0 (inc VAT)
<ul style="list-style-type: none"><li>• Agree with tenant check out date and time appointment</li><li>• Instruct inventory provider to attend</li><li>• Negotiate with landlord and tenant any disbursement of the security deposit</li><li>• Return deposit as agreed with landlord and tenant to relevant parties</li><li>• Remit any disputed amount to Scheme for final adjudication</li><li>• Unprotect security deposit</li><li>• Instruct contractors; obtain quotes; organise repairs /replacement/cost of any broken or missing items</li></ul>	
Court Attendance	£90 per hour (inc VAT) per hour

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

