

whitegates



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CLIENT MONEY PROTECTION  
(CMP) PROVIDED BY: ARLA



INDEPENDENT REDRESS  
PROVIDED BY: TPOs



# FEES TO: LANDLORDS

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## LEVEL OF SERVICE OFFERED:

### Tenant find: 100% of rent (Inc 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)

### Rent collection: 12 of rent (Inc 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

### Fully managed: 14.4 of rent (Inc 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 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):

£240\_\_ (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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## ADDITIONAL NON-OPTIONAL FEES AND CHARGES (IRRESPECTIVE OF LEVEL OF SERVICE):

Deposit Registration Fee:	£_60__ (inc VAT)
<ul style="list-style-type: none"><li>Register landlord and tenant details and protect the security deposit with a Government-authorized 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:	£_0__ (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	£_30__ (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 £__0_:	0% 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 £_0__	0% 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	£0__ (inc VAT) per quote
Rent Review Fee	£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)	£0__ (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)	£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	£24 (inc VAT) per hour

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

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