

Landlord Fees

Level of Service offered:

Tenant Find: £450 (inc VAT)	Rent Collection: 9.6% of rent (inc VAT)	Fully Managed: 12% of rent (inc VAT)
<p>INCLUDES:</p> <ul style="list-style-type: none"> • Set up Fee (to include as shown below) • Collect and remit initial months' rent and security deposit 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>NCLUDES:</p> <ul style="list-style-type: none"> • Collect and remit the monthly rent received • Collect Security Deposit and lodge into the Deposit Protection Service (DPS) • Deduct commission and other works • Arrange 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 • Collect Security Deposit and lodge into the Deposit Protection Service (DPS) • Pursue non-payment of rent and provide advice on rent arrears actions • Deduct commission and other works • Advise all relevant utility providers of changes

		<ul style="list-style-type: none"> • Undertake quarterly property visits for the duration of the tenancy • Arrange routine repairs and instruct approved contractors (providing two quotes) • Hold keys throughout the tenancy term
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Additional Fees and Charges (if applicable)	
Setup Fee (Landlords Share): <ul style="list-style-type: none"> • 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) • Obtain landlord and employment references for prospective Tenants, the findings of which will be sent to you. • Prepare the tenancy paperwork including comprehensive tenancy agreement. 	£240.00 (inc VAT)
EPC fee <ul style="list-style-type: none"> • Provision of EPC by an Independent Assessor 	£50.00 (no VAT)
Independent Inventory Fee (landlords share) <ul style="list-style-type: none"> • Dependent on the number of bedrooms and/or size of the property and outbuildings (estimates can be provided) 	cost upon request
Deposit Registration Fee: <ul style="list-style-type: none"> • 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 	£30.00 (inc VAT)

Additional property visits:	£30.00 (inc VAT)
<ul style="list-style-type: none"> To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit 	
Caretaking fee:	£25.00 (inc VAT)
<ul style="list-style-type: none"> Visits during a void period using our caretaking service 	
Refurbishment fee	12% of the total cost (inc VAT)
<ul style="list-style-type: none"> Supervise the partial or total refurbishment of the Premises for a fee of 10% of the total cost of the work but subject to a minimum fee of £240.00 including VAT. 	
Rent Review Fee	£36.00 (inc VAT)
<ul style="list-style-type: none"> 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)	£36.00 (inc VAT)
<ul style="list-style-type: none"> Contract negotiation, amending and updating terms and arranging a further tenancy and agreement 	
Section notice fee	£36.00 (inc VAT)
<ul style="list-style-type: none"> Preparing and serving the notices to terminate a tenancy where we do not manage the Property. 	
Checkout Fee (landlords share)	£72.00 (inc VAT)
<ul style="list-style-type: none"> 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 (exc Tenant Find Service) Return deposit as agreed with landlord and tenant to relevant parties (exc Tenant Find Service) Remit any disputed amount to Scheme for final adjudication (exc Tenant Find Service) 	

- Unprotect security deposit (If Susie Smith Lettings protected Deposit)
- Instruct contractors; obtain quotes; organise repairs /replacement/cost of any broken or missing items (exc Tenant Find)

Maintenance arrangement fee £12.00 (inc VAT)

- Instructing contractors during a void period or if we are not managing the Premises

Court Attendance £60.00 (inc VAT) per hour

- to include preparation of any documentation for County Court Proceedings or DPS adjudication
- attending court or any tribunal on behalf of the Landlord

IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK A MEMBER OF STAFF
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TEL: 01904 567385

CLIENT MONEY PROTECTION PROVIDED BY ARLA
INDEPENDENT REDRESS PROVIDED BY TPOs

