ROBERT POWELL
RESIDENTIAL LETTINGS

**IS AN ARLA LICENSED MEMBER**
WWW.ARLA.CO.UK

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

INDEPENDENT REDRESS PROVIDED BY: **TPOs**

# FEES TO: LANDLORDS

**www.robertpowell.co.uk**

## LEVEL OF SERVICE OFFERED:

### Tenant find: 60% of months rent (Inc VAT)

INCLUDES:

- Accompanying prospective tenants when viewing the property
- Finding a suitable tenant, negotiating a suitable rent, obtaining references (financial and other as you may require or seem prudent e.g. personal and employment)
- 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)

Introductory /Finders Only Service is a one off fee of 60% of monthly rent (inc VAT). A minimum fee of £480 (inc VAT) is payable

### Rent collection: 9.6% of rent (Inc VAT)

INCLUDES:

- Holding keys to the property
- Accompanying prospective tenants when viewing the property
- Finding a suitable tenant, negotiating a suitable rent, obtaining references (financial and other as you may require or seem prudent e.g. personal and employment)
- Collect and remit the monthly rent received
- Deduct commission and other works
- Pursue non-payment of rent and provide advice on rent arrears actions
- Informing all utility companies and reading meters, arranging for the preparation of an inventory and check-in with the tenant
- At the end of the tenancy arranging for the check-out of the inventory, meter readings and transferring all utilities back into the landlords name and collection of keys
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant)

### Fully managed: 12% of rent (Inc VAT)

INCLUDES:

Hold keys throughout the tenancy term

- Accompanying prospective tenants when viewing the property
- Finding a suitable tenant, negotiating a suitable rent, obtaining references (financial and other as you may require or seem prudent e.g. personal and employment)
- 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)
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant)

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

Setup Fee (Landlords Share): £150 (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) Inventory company charge is dependent on the number of bedrooms and/or size of the property and outbuildings

...(continued)

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Deposit Registration Fee: £60(inc VAT) charge only applicable to Tenant Find only tenancies and applies for the initial tenancy term. A further £30 (inc VAT) is payable on extensions to keep the deposit registered

- Register landlord and tenant details and protect the security deposit with a Government-authorised Scheme
- Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy

Letting Service Renewal and Rent Review Fee 9.6% (inc VAT) of the monthly rent ongoing monthly

- Contract negotiation, amending and updating terms and arranging a further tenancy and agreement
- 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

Fully Managed Service Renewal and Rent Review Fee 12% (inc VAT) of the monthly rent ongoing monthly

- Contract negotiation, amending and updating terms and arranging a further tenancy and agreement
- 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

• Negotiating any extensions to the Tenancy Agreement and drawing up the Addendum. This will be carried out at a cost of £120 (inc VAT). Only applicable to Tenant Find Only Landlords

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| Managing when instructed on Tenant Find only or the Letting Service | £60 (inc VAT) per hour |
| Organising of Energy Performance Certificates | £96 (inc VAT) |
| Organising of Legionella Risk Assessment | £120 (inc VAT) |
| Court Attendance | £150 (inc VAT) per hour |

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